



**AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
September 26, 2019
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, September 26, 2019 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
 - Invocation.
 - Pledge of Allegiance.

RECOGNITION:

2. Proclamation presented to the City of Helotes Fire Department in observance of National Fire Prevention Week dated October 6 – 12, 2019. (Mayor Schoolcraft)

OPEN SESSION:

3. Citizens to be Heard. *The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

CONSENT AGENDA (ITEM NOS. 4 - 11):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

4. Approval of the minutes of the Regular Meeting dated September 12, 2019. (Staff)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office at 210.695.5911 or by facsimile at 210.695.2123.

CONSENT AGENDA Cont.:

5. Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for public investment purposes; repealing Ordinance No. 18-20; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
6. Approval of a Resolution of the City Council of the City of Helotes, Texas designating investment officer(s) for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
7. Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
8. Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for the City of Helotes, Texas for Fiscal Year Ending (FYE) 2020; providing that all official public notifications be published in said newspaper; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
9. Approval of a Resolution of the City Council of the City of Helotes, Texas renaming the Municipal Court Security and Technology Funds; adding the Local Truancy Prevention and Diversion and Municipal Jury Funds; repealing Resolution No. 335; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
10. Ratification of the following FYE 2019 interdepartmental budget adjustments and EDC budget amendment dated September 18, 2019:
 - Increasing EDC Operating Acct. No. 05-401-3140 *Sales Tax Revenue* by \$146,903.62 and increasing EDC Operating Acct. No. 05-510-5333 *Ch. 380 Economic Development Agreement Reimbursements* by \$146,903.62;
 - Transferring \$12,731.40 from General Fund No. 01-510-5101 *Administration Salaries* to General Fund No. 01-515-5101 *Dispatch Salaries*;
 - Transferring \$1,971.54 from General Fund No. 01-530-5101 *Municipal Court Salaries* to General Fund No. 01-520-5101 *City Secretary Salaries*;
 - Transferring \$3,411.17 from General Fund No. 01-560-5501 *Police Dept. Vehicle Purchases* to General Fund No. 01-535-5101 *Human Resources Salaries*; and

CONSENT AGENDA Cont.:

- Transferring \$3,712.61 from General Fund No. 01-560-5303 *Police Dept. Technology and Equipment* to General Fund No. 01-550-5210 *Buildings and Grounds Other Contractual Services*.

11. Acceptance of the resignation of Jim Meadows, Council Member Place One, effective September 30, 2019. (Council Member Meadows)

ITEMS FOR INDIVIDUAL CONSIDERATION:

12. Discussion of and action on the appointment of Alan R. Holmes to the City Council, Council Member Place One, for a term commencing on October 1, 2019 and terminating on the expiration of the term for Place One on the next Election Day in May 2020 to fill the vacancy resulting from the resignation of Council Member Jim Meadows. (Mayor Schoolcraft)
13. Discussion of and action on the following appointments to the Economic Development Corporation Board of Directors (Mayor Schoolcraft):
 - Place One, Phyllis Jackson Term Expiring September 30, 2021; and
 - Place Three, John Kodosky Term Expiring September 30, 2021.
14. Approval of a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (EDC); authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
15. Discussion of and action on a request by Steve Buescher, pursuant to Texas Property Tax Code Section 33.011, for the waiver of penalties and interest paid by the property owner for Tax Account No. 04481-501-0550 due to a clerical error. (Office of the Tax Assessor-Collector)
16. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (EDC) FYE 2020 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*, and cooperatives; authorizing the City Administrator and EDC Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (EDC)

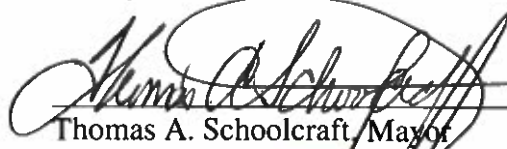
ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:

17. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2019 and ending September 30, 2020; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2019 – 2020 fiscal year; authorizing personnel positions and salaries; setting the 2019 – 2020 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date. (Staff)
18. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas increasing the rate of deposits from six percent (6%) to seven percent (7%) to the Texas Municipal Retirement System by the employees of the City of Helotes. (Staff)
19. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas ratifying the adoption of the fiscal year (FY) 2019 – 2020 Municipal Budget(s) raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FY 2018–2019 Municipal Budget(s); authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date. (Staff)
20. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2019 in the amount of \$0.350000 cents per \$100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date:
 - a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.261595 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019; and
 - b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.088405 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019. (Staff)

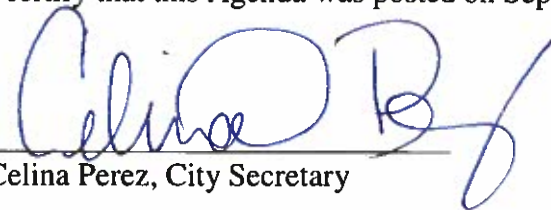
21. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date. (Staff)

Adjourn.

The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.


Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on September 20, 2019 at 3:00 a.m. / p.m.


Celina Perez, City Secretary

OFFICE OF THE MAYOR
HELOTES, TEXAS

Proclamation

National Fire Prevention Week 2019

"Not Every Hero Wears a Cape. Plan and Practice Your Escape!™"

Whereas, the City of Helotes Fire Department firefighters and paramedics are committed to ensuring the safety and security of all those living in and visiting the City of Helotes; and

Whereas, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas, this year's Fire Prevention Week campaign, "Not Every Hero Wears a Cape. Plan and Practice Your Escape!™" works to educate everyone about the small but important actions they can take to keep themselves and those around them safe; and

Whereas, Fire Prevention Week also serves to remind us that that half of home fire deaths result from fires reported between 11 p.m. and 7 a.m. when most people are asleep and almost 60% of reported home fires resulted from fires in homes with no smoke alarms or with non-working smoke alarms.

Now, therefore, I, Thomas A. Schoolcraft, on behalf of the members of City Council and by the virtue of the authority vested in me as Mayor of the City of Helotes, Texas, do hereby proclaim October 6 - 12, 2019 as National Fire Prevention Week and urge all the people of the City of Helotes to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the City of Helotes fire and emergency services during Fire Prevention Week 2019.

In witness whereof, I have hereunto set my hand and caused this seal to be affixed.

*Thomas A. Schoolcraft, Mayor
September 26, 2019*



2019 Campaign

This year's FPW campaign, "Not Every Hero Wears a Cape. Plan and Practice Your Escape!" works to educate everyone about the small but important actions they can take to keep themselves and those around them safe.

Did you know?

In a typical home fire, you may have as little as one to two minutes to escape safely from the time the smoke alarm sounds. **Escape planning and practice can help you make the most of the time you have, giving everyone enough time to get out.**

Plan ahead for your escape. [Make your home escape plan](#) and practice today.

Be a hero

How do you define a hero? Is it...a person who is courageous and performs good deeds? Someone who comes to the aid of others, even at personal risk?

A hero can be all of those things. A hero can also be...someone who takes small, but important actions to keep themselves and those around them safe from fire. When it comes to fire safety, maybe you're already a hero in your household or community. If not, maybe you're feeling inspired to become one. It's easy to take that first step - [make your home escape plan](#)!



Follow these simple
steps to make a home
fire escape plan...

Importance of fire prevention

In a fire, mere seconds can mean the difference between a safe escape and a tragedy. Fire safety education isn't just for school children. Teenagers, adults, and the elderly are also at risk in fires, making it important for every member of the community to take some time every October during Fire Prevention Week to make sure they understand how to stay safe in case of a fire.

On this site, you'll find loads of educational resources to make sure that every person knows what to do in case of a fire. We have everything from apps to videos to printables and much more, to make sure you have the resources you need to keep your family, your community, and your city safe.

About Fire Prevention Week

Since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in our country. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land.



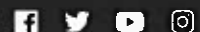
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MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, September 12, 2019 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor
Alex Blue, Mayor Pro Tem
Jim Meadows
Bert Buys
Cynthia Massey
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator
Celina Perez, City Secretary

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

PUBLIC HEARINGS (ITEM NOS. 2 – 5):

- 2. Public hearing to give all interested persons the right to appear and be heard on proposed City of Helotes Fiscal Year Ending (FYE) 2020 Budgets, including, but not limited to, the General (Maintenance & Operations) Fund, Debt Service (Interest & Sinking) Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Dept. Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police Dept. State Forfeiture Fund, Street Maintenance Fund, and Hotel Occupancy Tax (HOT) Fund budgets.**

Mayor Schoolcraft opened the public hearing at 7:02 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:03 p.m.

- 3. Public hearing to give all interested persons the right to appear and be heard on the adoption of the proposed Tax Year 2019 ad valorem (property) tax rate.**

Mayor Schoolcraft opened the public hearing at 7:03 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:03 p.m.

4. **Public hearing to give all interested persons the right to appear and be heard on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (EDC) FYE 2020 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 Type B Corporations, and cooperatives; authorizing the City Administrator and EDC Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

Mayor Schoolcraft opened the public hearing at 7:03 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:04 p.m.

5. **Public Hearing to give all interested persons the right to appear and be heard on a request by Kidder Entertainment Group of S.A., L.L.C. for a Specific City Council Approved Use Permit for a "tavern with outdoor area for patrons / no live or recorded music allowed outside" on property zoned Overlay District (B-3 OD) and located on a 5.474 acre lot described as Lot 7, Block 2 within the Bandera Oaks Subdivision, generally located behind 12510 Bandera Road, Helotes, Texas 78023.**

Mayor Schoolcraft opened the public hearing at 7:04 p.m. Karley Barrows, Eric Negron, and Monica Negron spoke in opposition to this item. Reasons for opposing this item included noise pollution, diminished property values, and the development's proximity to Cedar Springs Subdivision. Mayor Schoolcraft closed the public hearing at 7:14 p.m.

OPEN SESSION:

6. **Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 7 - 10): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Meadows, second by Council Member Friedrichs, to approve items 7, 8, 9, and 10 on the consent agenda. Motion to approve carried unanimously.

- 7.** **Approval of the minutes of the Regular Meeting dated August 22, 2019. (Staff)**
- 8.** **Approval of the Fiscal Year Ending (FYE) 2019 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 4, 2019. (Staff)**
- 9.** **Ratification of the following FYE 2019 interdepartmental budget adjustments and budget amendment dated September 4, 2019:**

- Increasing General Fund Revenue No. 01-401-3140 *Sales and Use Tax* by \$36,269.80;
- \$781.37 from General Fund No. 01-515-5108 *Dispatch Unemployment* to 01-510-5102 *Administration Overtime*;
- \$2,500.00 from General Fund No. 01-515-5302 *Dispatch Operating Supplies* to 01-520-5101 *City Secretary Salaries*;
- \$4,600.00 from General Fund No. 01-530-5101 *Municipal Court Salaries* to 01-535-5101 *Human Resources Salaries*;
- \$36,270.00 from Capital Replacement Fund No. 03-550-5501 *Fire Dept. Purchases* to General Fund No. 01-585-5101 *EMS Salaries*;
- \$3,596.68 from General Fund No. 01-515-5302 *Dispatch Operating Supplies* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$5,000.00 from General Fund No. 01-530-5105 *Municipal Court Health Insurance* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$4,000.00 from General Fund No. 01-540-5105 *Development Svcs. Health Insurance* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$4,000.00 from General Fund No. 01-545-5101 *Animal Cntl., Public Works, Code Enforcement Salaries* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$5,000.00 from General Fund No. 01-560-5210 *Police Dept. Contractual Services* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$5,000.00 from General Fund No. 01-560-5303 *Police Dept. Technology and Equipment* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*;
- \$5,000.00 from General Fund No. 01-560-5306 *Police Dept. Motor Fuel and Lubricant* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*; and
- \$3,858.04 from General Fund No. 01-580-5105 *Fire Dept. Health Insurance* to 01-510-5333 *Administration Ch. 380 Agmt. Expenses*.

- 10.** Approval of a final amending plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Section 78-75 *Amending a Plat*, establishing Bricewood Subdivision, Unit 2-A, and amending Lots 21 – 33, Block 10, CB 4450R and Lot 38, Block 8, Lot 40, Block 13, CB 4450R, and Lot 907 out of Bricewood Subdivision, Unit 2, recorded in Volume 9716, Pgs. 39 – 40, of the Official Public Records of Bexar County, Texas and establishing Lots 21A – 33A, Block 10, Lot 38A, Block 8, Lot 40A, Block 13, and Lot 907A. (Applicant)

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. Discussion of and action on a request by Kidder Entertainment Group of S.A., LLC for a Specific City Council Approved Use Permit for a “tavern with outdoor area for patrons / no live or recorded music allowed outside” on property zoned Overlay District (B-3 OD) and located on a 5.474 acre lot described as Lot 7, Block 2 within the Bandera Oaks Subdivision, generally located behind 12510 Bandera Road, Helotes, Texas 78023. (Applicant)

(Note: On September 3, 2019 the Planning & Zoning Commission, in a non-unanimous vote of 4-3, recommended approval of a request by Kidder Entertainment Group of S.A., LLC for a Specific City Council Approved Use Permit.)

Motion was made by Council Member Buys, second by Council Member Friedrichs, to discuss and act on this item as written.

Speaking on this item was Joe Kidder, owner of Kidder Entertainment Group of S.A., L.L.C. Discussion included building placement on the lot, building square footage, and noise concerns. Council agreed that the proposed development did not fully meet the intent of the Overlay District (B-3 OD), as defined in Municipal Code of Ordinances Chapter 98, Section 98-69, Subparagraph (a) *Purpose*.

The request by Kidder Entertainment Group of S.A., LLC for a Specific City Council Approved Use Permit was denied unanimously.

- 12. Discussion of and action on a proposal to add a spray park / splash pad project for the Helotes Fitness Park and Disc Golf Course to be completed jointly with the Helotes Economic Development Corporation (EDC) whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management; authorizing the Mayor and City Administrator to negotiate with splash pad providers and enter into an agreement for the construction of the splash pad with related amenities. (Mayor Schoolcraft)**

Motion was made by Council Member Buys, second by Council Member Meadows, to discuss and act on this item as written.

Mayor Schoolcraft spoke on a proposal to add a splash pad at the Helotes Fitness Park and Disc Golf Course. The splash pad will be between 1,000 square feet to 2,000 square feet and is eligible for funding by the EDC. If the EDC decides not to fund this project, it will qualify for funding through the 2015 Certificate of Obligation (C of O) fund.

Discussion included water management options, additional splash pad amenities, fencing around the splash pad and park, a secondary parking area as part of this project, and future playground equipment.

Motion to amend was made by Council Member Buys, second by Council Member Meadows, to approve this item, with the provision that if the EDC decides not to fund the project, it will come back to Council for final funding approval.

Motion to approve carried unanimously.

- 13. Discussion of and action on a proposal to install new sidewalks along the East side of Riggs Road from Our Lady of Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the Helotes Economic Development Corporation (EDC) whereby the EDC would provide the funding and the City of Helotes would provide the project planning, design, engineering, estimating, and management; authorizing the Mayor and City Administrator to publish a Request for Bids to find a qualified contractor to complete the work at an acceptable price in accordance with acceptable bid practices. (Mayor Schoolcraft)**

Motion was made by Council Member Buys, second by Council Member Friedrichs, to discuss and act on this item as written.

Mayor Schoolcraft spoke on a proposed sidewalk project along Riggs Road and Old F.M. 1560. The City did submit a grant application to TxDOT for the installation of sidewalks, however, grant funding is limited. This project is being presented as a contingency, in case the requested grant funding is not received. The sidewalks will allow for a safer walkable route between Old Town Helotes, City Hall, the Fitness Park, and FM 1560 (once the widening is completed). This project is eligible for funding by the EDC. If the EDC decides not to fund this project, it will qualify for funding through the 2015 Certificate of Obligation (C of O) fund.

Motion to amend was made by Council Member Buys, second by Council Member Friedrichs, to approve this item, with the sidewalk location on Riggs Road to be determined at a later date, and with the provision that if the EDC decides not to fund the project, it will come back to Council for final funding approval.

Motion to approve carried unanimously.

- 14. Discussion of and direction on proposed City of Helotes FYE 2020 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**

- a) General (Maintenance & Operations) Fund;**
- b) Debt Service (Interest & Sinking) Fund;**
- c) Capital Replacement Fund;**
- d) Economic Development Corporation Fund;**
- e) Municipal Court Security and Technology Funds;**
- f) Police Training and Education Fund;**
- g) School Safety Fund;**
- h) PEG (Public Access Channel) Fund;**
- i) State Forfeiture Fund;**
- j) Street Maintenance Fund;**
- k) Hotel Occupancy Tax (HOT) Fund;**
- l) Proposed ad valorem tax rate; and**
- m) Proposed personnel position, salary, benefit, and holiday schedule amendments.**

Mayor Schoolcraft reported there were no significant changes to the budget since the last presentation at the August 22nd meeting.

Next, Mayor Schoolcraft advised that Council should provide final direction regarding the Ad Valorem Tax Rate for Tax Year 2019 and the TMRS employee deposit rate, so that the City Administrator could insert those changes into the final budget document for presentation on September 26th. The general consensus of Council was to leave the ad valorem tax rate at \$0.350 cents and to increase the TMRS employee deposit rate from 6% to 7%.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:10 p.m.

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
☐ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for public investment purposes; repealing Ordinance No. 18-20; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

BACKGROUND:

The Public Funds Investment Act requires governmental bodies to annually review and adopt municipal investment policies, strategies, and related documents prior to the commencement of each fiscal year.

The proposed Investment Policy and Strategy for FYE 2020 has not been amended.

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for public investment purposes; repealing Ordinance No. 18-20; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for public investment purposes; repealing Ordinance No. 18-20;

ITEM NO. 5

authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES APPROVING AN INVESTMENT POLICY AND STRATEGY FOR PUBLIC INVESTMENT PURPOSES; REPEALING ORDINANCE NO. 18-20; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," (the "Act") requires the City of Helotes (the "City") to, at least annually, adopt an Investment Policy by rule, order, ordinance, or resolution; and

WHEREAS, the goal of the City is to create an Investment Policy to insure the safety of all funds entrusted to the City, while making available those funds for the payment of all necessary obligations of the City and providing for the investment of funds not immediately required; and

WHEREAS, the safety of principal invested shall always be the primary concern of the City; and

WHEREAS, the attached Investment Policy and incorporated Strategy comply with the Act and authorize the investment of City funds in safe and prudent investments; and

WHEREAS, the City Council of the City has reviewed the current Investment Policy and made the changes summarized below and shown on the attached Policy and does hereby approve the Investment Policy, effective immediately. Changes made were:

- None.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. Approval. The City has complied with the requirements of the Act, and the Investment Policy and Strategy for Fiscal Year Ending 2020, attached hereto, is hereby adopted effective immediately.

SECTION TWO. Repealer. City of Helotes Ordinance No. 18-20 is hereby repealed in its entirety.

SECTION THREE. Authorization. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Ordinance.

SECTION FOUR. Effective Date. This Ordinance shall take effect immediately upon its adoption.

SECTION FIVE. Recitals. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION SIX. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Helotes, Texas this the 26th day of September 2019.

APPROVED:

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary

CITY OF HELOTES, TEXAS INVESTMENT POLICY AND STRATEGY

Adopted September 26, 2019

PURPOSE

The Investment Policy of the City of Helotes, Texas (the "City") is established to provide specific policy and strategy guidelines for the investment of the City's funds in order to achieve the City's goals of safety, liquidity, diversification, and yield. Investments shall be made in a manner which will provide for reasonable yield and maximum security, while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. It sets forth policies and procedures to enhance opportunities for prudent investment of assets. The Policy is undertaken and implemented to assure municipal residents of the City's ability to meet its financial obligations in the near, short, and long term and to assure the public's trust in the City as a steward of its public funds.

This Policy satisfies the statutory requirements of the Texas Government Code, Chapter 2256, the Public Funds Investment Act (the "Act").

SCOPE

The Investment Policy applies to all financial assets and investment transactions of the City and all funds under the control of the City. These funds are reported in the City's Comprehensive Annual Financial Report (CAFR) and include:

Operating Funds;
Capital Improvement and Bond Funds;
Specific Revenue Funds;
Debt Service Funds;
Debt Service Reserve Funds;

and all other funds which may be created are included under this Policy, unless specifically excluded by the City Council.

OBJECTIVES

The primary objectives, in priority order, of the City's investment activities are:

1. **Safety.** Preservation and safety of principal is the City's primary objective. Investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio, whether from security defaults or erosion of market value.
2. **Liquidity.** The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

3. **Diversification.** The portfolio shall be diversified by market sector and maturity in order to avoid market risk.
4. **Yield.** The City's investment portfolio will be designed with the objective of attaining a yield commensurate with the City's investment risk constraints and the cash flow operating requirements. Yield is of secondary importance to the safety and liquidity objectives described above.

BENCHMARK

The benchmark for the City's total portfolio shall be the six-month Treasury Bill, designated for its comparability to the City's expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

STANDARD OF CARE

The standard of care governing the investment process shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio, rather than a consideration as to the prudence of a single investment:

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Officers acting in accordance with this Policy and written procedures and exercising due diligence shall be relieved of personal liability for any individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion to the City Council and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio.

- A. **Operating Funds.** The investment strategy for the operating (enterprise and special revenue) and special purpose funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities (0-2 years) which will complement each other in a laddered maturity structure permitting some extension for yield enhancement. The dollar weighted average maturity of the portfolio will be calculated using the stated final maturity date of each security.

- B. Capital Projects. The investment strategy for capital project funds will have as its primary objective assurance that anticipated cash flows are matched and provide adequate investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed two years or the estimated project completion date.
- C. Debt Service Funds. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before any investment extension. Since payment of debt is one of the highest priorities of the City, safety of principal should be of the highest priority when selecting an investment. The stated final maturity dates of securities held may not exceed six months.
- D. Debt Service Reserve Funds. The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. The stated final maturity dates of securities held may not exceed six months.

The City intends to match investments with projected cash flow and liquidity needs of the City. In no case will the average weighted maturity of the total portfolio exceed six (6) months. The maximum final stated maturity of any investment shall not exceed two years. The six-month Treasury Bill for the comparable reporting time period will be used as the benchmark for the overall portfolio reflecting the City's primary market and the cash flow objectives of the portfolio.

The City shall pursue a conservative portfolio management strategy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade, but the strategy will be primarily buy-and-hold. The Investment Officers will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

Investment Officers

Authority to manage the City's investment program is derived from state statutes and City ordinance. The City Council will, by ordinance, designate the City Administrator and City Treasurer as the Investment Officers to invest and reinvest funds of the City in accordance with the City's Investment Policy, the Act, and the Public Funds Collateral Act (Government Code 2257). Responsibility for the operation of the investment program is hereby delegated to the Investment Officers. The City Administrator and City Treasurer shall establish written procedures and controls for the operation of the program and Investment Officers shall act in accordance with the established written procedures and internal controls.

Investment Officers shall be familiar with this Policy and may not engage in an investment

transaction except as provided under the terms of this Policy and the procedures established. The Investment Officers shall be responsible for all transactions undertaken and shall regulate the activities of subordinate officials. Investment Officers will review the Investment Policy annually to suggest any changes necessary to the Council, will monitor all counterparties, and will prepare quarterly reports for the City Council.

The City will provide investment training required by the Act (Sec. 27.56.008) for the City's Investment Officers. The Investment Officers shall attend at least one, ten (10) hour training session within twelve months after taking office or assuming duties. Training includes education in investment controls, security risks, strategy risks, market risks, and compliance with the Act. Investment Officers must complete eight (8) hours of investment training in each succeeding two-year period.

Conflicts of Interest

An Investment Officer who has any personal or business relationship with any entity seeking to sell an investment to the City will file a statement disclosing that personal or business interest. The Investment Officer shall file a statement disclosing that relationship, as required by Texas Local Government Code Chapters 171 and 176, as applicable. These statements must be filed with the City Secretary, disclosed to the City Council, and approved by the City Council before any business is transacted with said entity or individual. Investment Officers shall not undertake personal investment transactions with the same individual with which business is conducted on behalf of the City.

City Council Responsibilities

The City Council retains ultimate fiduciary responsibility for the investment program. The Council will annually adopt the Investment Policy and Strategy, designate Investment Officers, approve authorized broker/dealers, provide for training, and quarterly receive and review investment reports.

INTERNAL CONTROLS

The Investment Officers are responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City's auditor. The internal control structure will be designed to ensure that City assets are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The consent of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the Investment Officers.

Internal controls will address the following points at a minimum:

- i. Control of collusion;
- ii. Separation of transaction authority from accounting and record keeping;
- iii. Safekeeping;
- iv. Clear delegation of authority; and
- v. Written confirmation of all transactions for investments and wire transfers.

Procedures should be developed to support the internal control objectives and should include: safekeeping, delivery vs. payment, investment accounting, and collateral / depository agreements.

Change in Ratings

The Investment Officer or investment adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally-recognized rating agency. If any security falls below the minimum rating required by the Policy, the Investment Officer shall notify the City Council of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, by the next, regularly-scheduled City Council meeting after the loss of the required rating.

Monitoring Insurance Coverage

The Investment Officer or investment advisor shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered certificates of deposit owned by the City based upon information from the FDIC / NCUA / SIPC. If any bank has been acquired or merged with another bank in which brokered certificates of deposit are owned, the Investment Officer shall immediately liquidate any brokered certificate of deposit which places the City above the FDIC / NCUA / SIPC insurance level.

Delivery versus Payment

All security transactions will be executed on a Delivery versus Payment (DVP) basis which ensures that securities are deposited in safekeeping prior to the release of City funds. All securities shall be registered in the name of the City, safekept by the City's primary depository or an independent custodian approved by the City, and evidenced by safekeeping receipts.

Cash Flow Analysis

Cash flow analysis is a control designed to protect and sustain cash flow requirements of the City. The Investment Officers will maintain a cash flow analysis process designed to monitor and forecast cash balances for investment purposes.

INVESTMENT POLICY CERTIFICATION

A written copy of the City's Investment Policy shall be presented to any pool in which the City participates. The authorized representative of the pool seeking to sell an authorized investment shall execute a written instrument substantially to the effect that:

- The pool has received and thoroughly reviewed the Investment Policy of the City; and
- Acknowledges that the firm has implemented reasonable procedures and controls in an effort to preclude transactions conducted between the firm and the City that are not authorized by the City's Investment Policy, except to the extent that authorization is dependent on an analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

The Investment Officers of the City may not use any pool which has not delivered a Policy Certification to the City.

AUTHORIZED FINANCIAL COUNTERPARTIES AND INSTITUTIONS

The Investment Officers will provide a list of no less than three brokers / dealers for City Council approval at least annually. Brokers / dealers must be authorized before transactions are made. All brokers / dealers who desire to become qualified for investment transactions will be required to supply the following information which will be maintained by the Investment Officers:

- i. Annual audited financial statements;
- ii. Proof of Financial Industry Regulatory Authority (FINRA) certification;
- iii. FINRA CRD registration number;
- iv. Proof of Texas state registration; and
- v. A completed City questionnaire.

The Investment Officers will at least annually review the service, financial condition, and registration of brokers / dealers for recommendations to the Council.

An expanded list of counterparties, including local government pools and financial institutions authorized to provide investment transactions, will be maintained by the Investment Officers. This list need not be approved by the City Council because of frequency in bank changes resulting from competitive bids. All pools require specific action by the Council for participation.

The City is under no obligation to transact business with any financial institution or firm.

DEPOSITORIES

City Banking Services Depository

At least every five years, a City banking services depository shall be selected through a competitive request for proposal (RFP) process in accordance with the Texas Government Code 105.017. In selecting this depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institution shall be considered. The City may utilize a depository outside the City limits for this purpose. This primary banking services depository will safe-keep securities owned by the City and will not be authorized as a broker for the City in order to perfect delivery versus payment settlement.

Additional Depositories

Time and demand deposits may be purchased from any bank in Texas. Banks seeking to establish eligibility for the City's competitive certificate of depository or demand deposit programs shall submit for review annual financial statements, evidence of federal insurance, and other information as required by the Investment Officers. Deposits exceeding FDIC / NCUA insurance coverage will require a written depository agreement and collateralization in accordance with this Policy.

COLLATERALIZATION

Time and Demand Bank Deposits – Pledged Collateral

All time and demand deposits shall be collateralized above FDIC / NCUA coverage in accordance with this Policy. The total of FDIC / NCUA insurance and the market value of collateral must be at least 102% of the total principal and accrued interest on deposit daily. The depository is responsible for monitoring and maintaining margins daily.

All pledged securities must be safekept at an independent institution outside the holding company of the pledging bank. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary collateral before deposits are made and receipts provided within one business day. The City's depository will be responsible for monitoring and maintaining collateral levels daily. The independent custodian will provide the City with a monthly report on the collateral pledged. City representatives will have the right to inspect the records for pledged collateral at any time. Collateral may be substituted; however, any substitution of collateral must be approved in writing by the City.

The City shall have a depository / collateral contract with each bank and that agreement will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA) to ensure that the City's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

Collateral Owned under Repurchase Agreements

Collateral is owned under a repurchase agreement. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the transaction, and such collateral must be in place before the transaction takes place. The collateral shall be held by an independent third-party financial institution approved by the City. The counter-party is liable for monitoring and maintaining the collateral and margin daily. A Bond Market Association Master Repurchase Agreement shall be executed for the transaction.

Authorized Collateral

City funds must be secured only by:

- Obligations of the United States Government, its agencies and instrumentalities including mortgage backed securities and CMOs passing the bank test; and
- Obligations issued by any state, its agencies, or political subdivisions rated A or above by two nationally recognized rating agencies.

If a depository offers collateral pooling as collateral for deposits, the Investment Officers will analyze the costs and risks of such program to the City. Before entering into a pooled collateral program, the Investment Officers must receive approval from the City Council.

SAFEKEEPING

The laws of Texas, this Policy, and prudent treasury management requires that all securities be settled on a delivery versus payment basis and held in safekeeping by an independent third-party

financial institution approved by the City.

All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third-party safekeeping agent shall be required to issue safekeeping receipts to the City clearly indicating the ownership by or pledge to the City.

AUTHORIZED INVESTMENTS

City funds may be invested only in the following instruments, as further defined by the Act. If changes are made to the authorized investments in the Act, they will not be authorized for City use until this Policy is amended and adopted by the City Council.

All investments will be made on a competitive basis. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. The City portfolio will have a maximum weighted average maturity of six (6) months. At all times, liquid funds will represent no less than 10% of the portfolio to meet unanticipated liabilities.

1. Obligation of the United States, its agencies and instrumentalities, excluding mortgage backed securities and with a final stated maturity not to exceed two years.
2. Fully insured or collateralized certificates of deposit or term share certificate of any bank or credit union doing business in Texas with a stated maturity date not to exceed eighteen (18) months. Certificates of deposit may be purchased through the CDARS program with a bank in Texas.
3. AAA-rated, constant dollar local government investment pools which strive to maintain a stable \$1.00 net asset value and comply with SEC Rule 2a-7.
4. Fully collateralized repurchase agreements purchased through a primary government securities dealer, as defined by the Federal Reserve, with a stated maturity not to exceed six (6) months. A "flex" repurchase agreement may be used for bond proceeds beyond six (6) months but must not exceed the expenditure plan of the funds.
5. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value and comply with SEC Rule 2a-7.
6. Interest bearing accounts in any bank or credit union in Texas fully insured by FDIC / NCUA or collateralized in accordance with this Policy.
7. Fully FDIC-insured / NCUA-insured brokered certificate of deposit securities from banks in any state within the United States of America delivered versus payment to the City's safekeeping depository, not to exceed one (1) year to maturity. Investment Officers must verify the FDIC / NCUA status of the bank on www.2fdic.gov/idasp/main_bankfind.asp or www.ncua.gov to assure that the bank is FDIC / NCUA insured.

Any investment that requires a minimum rating by this Policy will not qualify as authorized during the period the investment does not have that minimum rating. Investment Officers shall

inform the Council and take all prudent measures to liquidate the downgraded investment in a reasonable time period if ratings have dropped.

Any investment purchased when the investment type was authorized by Policy need not be liquidated if the Policy is modified to un-authorize the investment. The Investment Officers will review the investment and act in a reasonable manner for the overall good of the portfolio(s).

Diversification

The City's investments shall be diversified to eliminate risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector and maturities selected shall provide for stability of income and reasonable liquidity. Laddered maturities shall be used based on the anticipated cash flow of funds.

INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

To provide for the safety and liquidity of the City's funds, the following transactions are not authorized:

- a. Borrowing for re-investment purposes ("Leverage").
- b. Investment in any mortgage backed security, including inverse floaters, principal only securities, interest only securities, and floaters.
- c. Investment in any equity linked securities.
- d. Investment in options, futures, swaps, caps, floors, and collars.
- e. "When-issued" transactions in which securities not yet issued or acquired and sold for speculation purposes.

INVESTMENT REPORTING

No less than quarterly, the Investment Officers shall jointly prepare, sign, and submit to the City Council a written quarterly investment report in accordance with the Act (2256.023). The report must include at a minimum:

- A detailed description of the investment position of the City on the date of the report;
- The book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
- A summary statement of each portfolio stating:
 - o Beginning and ending market value for the period,
 - o Beginning and ending amortized book value for the period,
 - o Change in market value for the period,
 - o The overall yield of the portfolio and the comparable period yield of the benchmark;
 - o The weighted average maturity, and
 - o The earnings for the period recognizing both accrued interest and net amortization;

- The maturity date of each separately invested asset;
- The maturity date of each separately invested asset that has a maturity date;
- The portfolio/fund for which each individual investment was acquired; and
- A statement of compliance to the Investment Policy and Strategy and the Act.

Market prices will be obtained from independent sources for the reports.

AUDIT

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's Investment Policy.

If the City has invested in other than money market funds, investment pools, and certificates of deposit, the quarterly investment reports shall be formally reviewed by the City's independent auditor. The result of this review shall be submitted to the City Council with the annual financial audit.

POLICY ADOPTION

The City of Helotes Investment Policy and Investment Strategy shall be reviewed and adopted by the City Council no less than annually. Any changes to the Policy or Strategy shall be recorded in the adopting ordinance / resolution.

CITY OF HELOTES, TEXAS

BROKER / DEALER QUESTIONNAIRE

Name of Firm: _____
CRD #: _____

Address: _____

Primary Representative on account: _____
Telephone: _____
Fax: _____
E-Mail: _____
CRD# _____

Backup representative or trading assistant: _____
Telephone: _____
E-mail: _____

Branch Manager: _____
Telephone: _____
Fax: _____
E-Mail: _____

Is the firm designated as a Primary Dealer by the Federal Reserve?

Yes _____ No _____

Is the firm registered with the Texas State Securities Board?

Yes _____ No _____

Is the firm and representative registered with FINRA?

Yes _____ No _____

How long has the designated representative been an institutional fixed income broker at this firm? _____ Years in total? _____

What market sectors does the account representative specialize in?

Delivery instructions: _____

All transactions will be completed delivery versus payment.

BROKER / DEALER QUESTIONNAIRE

Page 2 – To be completed only by Non-Primary Dealers

Name of Firm: _____
CRD #: _____

Years in business at this location: _____
Total years in business: _____

Indicate the approximate sales volume in the following sectors for the previous year:

US Treasuries -	_____
Repo -	_____
US Agencies -	_____
MBS -	_____
CP -	_____
Other? -	_____

Has your firm, or this account representative, been subject to a regulatory agency, state of _____, or federal investigation for alleged improper, disreputable, unfair, [or] fraudulent activities related to the sale of securities or money market instruments in the past five years? Are there any outstanding claims? If yes, please explain:

Please attach a sample of your standard confirmation to be provided to clients. Please provide the firm's most recent audited financial statements (Required annually).

What portfolio information do you require from your clients?

What research information will you be providing on a regular basis?

Attached is our Investment Policy. The representatives assigned to the account must acknowledge that they have received, read, and understood the Policy by completing the attached Policy Certification form.

POLICY CERTIFICATION FORM
as required by Texas Government Code 2256.005 (k)

CITY OF HELOTES, TEXAS

_____ (the "Firm")

I, as an authorized representative for the Firm named above, hereby certify that I and the broker covering this account, have received and reviewed the Investment Policy of the City of Helotes.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this Firm and the City of Helotes that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
☐ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas designating investment officer(s) for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

BACKGROUND:

The Public Funds Investment Act requires governmental bodies to annually review and adopt municipal investment policies, strategies, and related documents prior to the commencement of each fiscal year.

The City's Investment Policy and Strategy designates that the City Administrator and City Treasurer shall act as the Investment Officers for the City and EDC; however, the Act requires that Investment Officers be appointed by name, as well.

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends approval of a Resolution of the City Council of the City of Helotes, Texas designating investment officer(s) for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve a Resolution of the City Council of the City of Helotes, Texas designating investment officer(s) for public investment purposes; authorizing the City Administrator to take

ITEM NO. 6

all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS (CITY) DESIGNATING INVESTMENT OFFICER(S) FOR PUBLIC INVESTMENT PURPOSES; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act, codified in the Texas Government Code Chapter 2256, governs local government investment; and

WHEREAS, the City intends to fulfill the requirements of the Public Funds Investment Act in order to secure the safety of its funds; and

WHEREAS, the Public Funds Investment Act (Section 2256.005f) states that:

Each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers as investment officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy and Investment Strategy. Authority granted to a person to invest an entity's funds is effective until rescinded by the City Council or until the expiration of the officer's term or termination of employment.

In the administration of the duties of an Investment Officer, the Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the City Council retains ultimate responsibility as fiduciaries of the assets. The Investment Officer(s) may deposit, withdraw, transfer, or manage the funds in any other manner; and

WHEREAS, the Public Funds Investment Act and the City's Investment Policy require the Investment Officer(s) to perform certain duties and report regularly to the City Council on the investment program.

NOW, THEREFORE, BE IT RESOLVED that:

Section One. Designation of Investment Officer(s). The City has complied with the requirements of the Public Funds Investment Act and its Investment Policy and designates the following individuals to serve as Investment Officers:

Rick A. Schroder, City Administrator
Tabitha "Taby" Durr, City Treasurer

to exercise the judgment and care, under circumstances then prevailing, that a prudent person would exercise in the management of the person's own affairs and to perform all requirements of the Act.

Section Two. Assignment of Responsibility. The aforementioned Investment Officer(s) are hereby assigned the responsibility for the investment, management, and safekeeping of all funds, regardless of their source or form, at all times.

Section Three. Authorization. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Four. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Five. Recitals. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Six. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Helotes this the 26th day of September 2019.

APPROVED:

Thomas A. Schoolcraft
Mayor

ATTEST:

Celina Perez
City Secretary

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
☐ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

BACKGROUND:

The Public Funds Investment Act requires governmental bodies to annually review and adopt municipal investment policies, strategies, and related documents prior to the commencement of each fiscal year.

The proposed Authorized Broker / Dealer List Resolution for FYE 2020 has not been amended.

The City's Investment Policy requires Investment Officers to annually provide a list of not less than three (3) brokers / dealers for City Council approval. Brokers / dealers must be authorized before transactions are made, and all brokers / dealers who desire to become qualified for investment transactions are required to supply the following information:

- i. Annual audited financial statements;
- ii. Proof of Financial Industry Regulatory Authority (FINRA) certification;
- iii. FINRA CRD registration number;
- iv. Proof of Texas state registration; and
- v. A completed City questionnaire.

Although the City is under no obligation to transact business with any financial institution or firm, the City is barred from purchasing securities, such as Treasuries, until the City Council authorizes certain brokers / dealers. Patterson & Associates, the City's financial advisor, recommends the following brokers / dealers for City Council approval:

- Loop Capital,
- Raymond James,
- Stifel Nicolaus, and
- Wells Fargo.

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING A LIST OF APPROVED BROKERS / DEALERS FOR PUBLIC INVESTMENT PURPOSES; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act governs local government investments; and

WHEREAS, the Public Funds Investment Act requires the governing body, no less than annually, to review, revise, and adopt a list of qualified broker/dealers which are authorized to engage in investment transactions with the City; and

WHEREAS, the following brokers/dealers are recommended for approval and will be sent a copy of the City Investment Policy for written certification of their review in accordance with the Act and the Investment Policy.

NOW, THEREFORE, BE IT RESOLVED that:

Section One. Approval. The following entities are authorized as brokers / dealers for the City:

- Loop Capital,
- Raymond James,
- Stifel Nicolaus, and
- Wells Fargo.

Section Two. Banking Institutions. In accordance with the City Investment Policy, any qualified Texas bank used for time or demand deposits may be approved by the Investment Officers, as identified through the competitive process, without further Council action.

Section Three. Compliance. The City has complied with the requirements of the Public Funds Investment Act, and the list of authorized brokers/dealers is hereby adopted.

Section Four. Authorization. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Five. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Six. Recitals. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Seven. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the City Council this the 26th day of September 2019.

APPROVED:

Thomas A. Schoolcraft
Mayor

ATTEST:

Celina Perez
City Secretary

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS DESIGNATING THE SAN ANTONIO EXPRESS NEWS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF HELOTES, TEXAS FOR FISCAL YEAR ENDING (FYE) 2020; PROVIDING THAT ALL OFFICIAL PUBLIC NOTIFICATIONS BE PUBLISHED IN SAID NEWSPAPER; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, Section 52.004 of the Texas Local Government Code provides that the governing body of a municipality shall designate a public newspaper to be the municipality's official newspaper, and that each ordinance, notice, or other matter, as required by law or ordinance, be published in said official newspaper; and

WHEREAS, in order to comply with the provisions of Section 52.004, it is necessary for the City Council of the City of Helotes, Texas to take action accomplished and evidenced by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. In accordance with Section 52.004 of the Texas Local Government Code, the San Antonio Express News be designated as the City's official newspaper for the Fiscal Year Ending September 30, 2020.

Section Two. All City ordinances, notices, or other matters required to be published by law shall be published in the San Antonio Express News.

Section Three. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Four. This Resolution shall take effect immediately upon its adoption.

Section Five. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Six. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED this 26th day of September 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
☐ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas renaming the Municipal Court Security and Technology Funds; adding the Local Truancy Prevention and Diversion and Municipal Jury Funds; repealing Resolution No. 335; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

BACKGROUND:

Effective January 1, 2020, Senate Bill 346 relates to the consolidation, allocation, classification, and repeal of certain criminal court costs and other court-related costs, fines, and fees; imposes certain court costs and fees; and increases and decreases the amounts of certain other court costs and fees.

The Resolution amendments are as follows:

- Rename Municipal Court Security Fund to Court Security Fund;
- Rename Municipal Court Technology Fund to Court Technology Fund; and
- Add two new funds, the Local Truancy Prevention and Diversion Fund and the Municipal Jury Fund, as restricted funds.

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends approval of a Resolution of the City Council of the City of Helotes, Texas renaming the Municipal Court Security and Technology Funds; adding the Local Truancy Prevention and Diversion and Municipal Jury Funds; repealing Resolution No. 335; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve a Resolution of the City Council of the City of Helotes, Texas renaming the Municipal Court Security and Technology Funds; adding the Local Truancy Prevention and Diversion and Municipal Jury Funds; repealing Resolution No. 335; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS RENAMING THE MUNICIPAL COURT SECURITY AND TECHNOLOGY FUNDS; ADDING THE LOCAL TRUANCY PREVENTION AND DIVERSION AND MUNICIPAL JURY FUNDS; REPEALING RESOLUTION NO. 335; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the Governmental Accounting Standards Board (GASB) adopted Statement 54, a new standard for governmental fund balance reporting and governmental fund type definitions, in February 2009; and

WHEREAS, GASB Statement 54 became effective after June 15, 2010; and

WHEREAS, the City Council implemented GASB Statement 54 requirements and applied such requirements to municipal financial statements commencing on October 1, 2011 and continuing in subsequent fiscal years; and

WHEREAS, on January 1, 2020, Senate Bill 346 becomes effective and, generally, relates to the consolidation, allocation, classification, and repeal of certain criminal court costs and other court-related costs, fines, and fees; imposes certain court costs and fees; and increases and decreases the amounts of certain other court costs and fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. Adoption of Fund Policy.

(a) Fund balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet.

(b) The City of Helotes shall report governmental fund balances per GASB Statement 54 definitions on the balance sheet in the following manner:

(1) Non-spendable

Non-spendable funds that cannot be expended because they are not in a spendable form, or they are legally required to be maintained (e.g. inventory, permanent endowment funds, et cetera)

(2) Restricted

Restricted funds that can only be expended in a certain manner or on certain goods or services because constraints are externally imposed on said funds by creditors, grantors, law, or constitutional provisions.

(3) Committed

Committed funds are formally designated by the City Council for a particular purpose, and only City Council can alter such designation of funds.

(4) Assigned

Assigned funds are similar to committed funds; however, the City Council has formally delegated authority to assign fund amounts to another official or entity.

(5) Unassigned

Unassigned funds constitute the residual amount of monies within the General Fund that do not qualify for any of the aforementioned fund classifications.

(c) The City Council shall approve, modify, or remove all fund commitments by formal resolution, and such fund commitments must take place prior to fiscal year end in order to ensure that fund commitments are established on the balance sheet of subsequent fiscal years. Actual dollar amounts associated with fund commitments may be determined after fiscal year end.

(d) It is the policy of the City Council to not delegate the authority to assign fund amounts to another official or entity.

(e) It is the policy of the City Council to utilize funds in the following spending order:

- (1) Restricted;
- (2) Committed; and
- (3) Unassigned.

(f) Unless otherwise budgeted by the City Council, restricted funds may be expended by the City Administrator for unbudgeted purposes following approval by the Mayor.

(g) Committed and unassigned funds shall be expended in accordance with the annual budget(s) approved by the City Council.

Section Two. Non-spendable Funds.

(a) The City Council designates the municipally-owned land, buildings, vehicles, equipment, and infrastructure as Non-spendable Funds and, accordingly, assigns the use of said Funds in accordance with local law or policy.

Section Three. Restricted Funds.

(a) The City Council designates the following as Restricted Funds and, accordingly, restricts the use of said Funds in accordance with Federal, State, and local law or policy:

(1) General Fund Balances

- (i) Police Training and Education
Funds collected from the State based on Police Department size and State budget.
- (ii) Police Forfeiture (State)
Funds collected from the sale of seized assets as a result of Local and State agency activities.
- (iii) Police Forfeiture (Federal)
Funds collected from the sale of seized assets as a result of Local and Federal agency activities.
- (iv) ~~Municipal~~ Court Technology
Funds collected through specific citation fees, as allowed by the State.
- (v) ~~Municipal~~ Court Security
Funds collected through specific citation fees, as allowed by the State.
- (vi) School Safety
Funds collected through specific fees, as allowed by the State and distributed by the County and Municipal Court.
- (vii) PEG Cable Franchise
Funds collected through specific franchise fees, as allowed by the State.
- (viii) Street Maintenance
Funds collected through a Street Maintenance Sales Tax, as allowed by the State.

(viii) Local Truancy Prevention and Diversion

Funds collected through specific citation fees, as allowed by the State.

(x) Municipal Jury

Funds collected through specific citation fees, as allowed by the State.

(2) Debt Service Fund Balance

Funds collected from the portion of annual ad valorem tax revenue assigned to Interest and Sinking.

Section Four. Committed Funds.

(a) The City Council designates the Capital Replacement Fund as Committed Funds and, accordingly, commits the use of said Funds in accordance with local law or policy:

(1) Capital Replacement Fund Balance

Funds formally designated by City Council for capital replacement purposes.

Section Five. Unassigned Funds.

(a) The City Council designates the following unbudgeted balance of the General Fund as Unassigned Funds and, accordingly, assigns the use of said Funds in accordance with local law or policy:

(1) General Fund Balance

Funds from the collection of maintenance and operation portions of ad valorem tax, sales tax, franchise fees, Court fines and fees, and other municipal licenses, fees, and activities.

Section Six. Authorization. The City Council of the City of Helotes authorizes the City Administrator to take all necessary steps to implement the provisions of this Resolution.

Section Seven. Findings. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Eight. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

Section Nine. Repealer. Resolution No. 335 is repealed in its entirety and replaced with this Resolution.

Section Ten. Effective Date. This Resolution shall be effective immediately upon the approval of the City Council.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Helotes this the 26th day of September 2019.

APPROVED:

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

**City of Helotes
City Council Regular Meeting**

AGENDA ITEM REQUEST FORM

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
 ☐ **INDIVIDUAL**
 ☐ **PRESENTATION**
 ☐ **CLOSED**

CAPTION:

Ratification of the following FYE 2019 interdepartmental budget adjustments and EDC budget amendment dated September 18, 2019:

- Increasing EDC Operating Acct. No. 05-401-3140 Sales Tax Revenue by \$146,903.62 and increasing EDC Operating Acct. No. 05-510-5333 Ch. 380 Economic Development Agreement Reimbursements by \$146,903.62;
- Transferring \$12,731.40 from General Fund No. 01-510-5101 Administration Salaries to General Fund No. 01-515-5101 Dispatch Salaries;
- Transferring \$1,971.54 from General Fund No. 01-530-5101 Municipal Court Salaries to General Fund No. 01-520-5101 City Secretary Salaries;
- Transferring \$3,411.17 from General Fund No. 01-560-5501 Police Dept. Vehicle Purchases to General Fund No. 01-535-5101 Human Resources Salaries; and
- Transferring \$3,712.61 from General Fund No. 01-560-5303 Police Dept. Technology and Equipment to General Fund No. 01-550-5210 Buildings and Grounds Other Contractual Services.

BACKGROUND:

Interdepartmental budget adjustments are common in the last few months of each fiscal year to balance each Department's General Fund budget prior to the commencement of the annual audit in late 2019.

FINANCIAL: See agenda heading.

RECOMMENDATION:

City staff recommends ratification of the abovementioned FYE 2019 interdepartmental budget adjustments and EDC budget amendment dated September 18, 2019

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to ratify the abovementioned FYE 2019 interdepartmental budget adjustments and EDC budget amendment dated September 18, 2019

Rick Schroder

From: James Meadows
Sent: Wednesday, September 18, 2019 9:50 AM
To: City Secretary
Cc: Tom Schoolcraft; Rick Schroder; Celina Perez
Subject: Resignation

GM Celina,

Per our discussions, please accept this email as notification of my intent to resign my position as City Council person, Place One, effective September 30, 2019.

I wish Mayor Schoolcraft, my colleagues, City staff and all residents of our great City, good fortune as our city continues to grow and evolve.

Warm regards,
Jim

Jim Meadows

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT:

<input type="checkbox"/>	CONSENT
<input checked="" type="checkbox"/>	INDIVIDUAL
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	CLOSED

CAPTION:

Discussion of and action on the appointment of Alan R. Holmes to the City Council, Council Member Place One, for a term commencing on October 1, 2019 and terminating on the expiration of the term for Place One on the next Election Day in May 2020 to fill the vacancy resulting from the resignation of Council Member Jim Meadows. (Mayor Schoolcraft)

BACKGROUND:

Alan Holmes first submitted an application to serve on our Board of Adjustment. After visiting with him and noticing his experience in the field of construction, I suggested he consider filling a vacancy on the Helotes Economic Development Corporation (EDC) Board of Directors. After careful consideration, Alan agreed to serve on the EDC and was appointed by Council on November 8, 2018.

Alan has a perfect attendance record since being appointed to the EDC and has taken an interest in what is going on in Helotes by attending several Council meetings and visiting the job sites of several City projects. He participates in the discussions at the EDC meetings and has been a positive influence on that Board.

He understands that his appointment is to fill the vacancy in Place One until the expiration of that term in May, 2020.

FINANCIAL: N/a

RECOMMENDATION:

Approval of the appointment of Alan R. Holmes to the City Council, Council Member Place One, for a term commencing on October 1, 2019 and terminating on the expiration of the term for Place One on the next Election Day in May 2020 to fill the vacancy resulting from the resignation of Council Member Jim Meadows.

SUBMITTED BY: Mayor Schoolcraft

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve the appointment of Alan R. Holmes to the City Council, Council Member Place One, for a term commencing on October 1, 2019 and terminating on the expiration of the term for Place One on the next Election Day in May 2020 to fill the vacancy resulting from the resignation of Council Member Jim Meadows.



Alan R Holmes is a retired Commercial Construction Project Manager from the Houston Texas area. However, he and his wife Peggy are now proud Residents of Helotes, Texas and call it Home.

He spent the vast majority of his career at CBRE, the largest commercial real estate company in the world and the only real estate company on the Fortune 500 list. While there, Alan managed the construction of hundreds of commercial buildings for several major accounts including Exxon/Mobil, Bank of America, Chevron, Capital One as well as many other smaller accounts.

He retired as a Senior Project Manager overseeing a full staff of Project Managers and Property Managers spread across a seven state area of the Southeast Region of The United States.

Alan is originally from San Antonio, Texas but he grew up and was educated in Houston. There he attended the University of Houston, achieving a Bachelor of Science Degree in Mathematics and Computer Science.

Recently Alan and Peggy celebrated the fiftieth anniversary of their marriage. They raised three daughters to adulthood and are now the proud grandparents of nine.

They now enjoy their hobby of managing their small ranch just southeast of San Antonio in Wilson County.

Alan also enjoys woodworking and taking care of his old cars.

affected funds, the officer shall be removed from office and is ineligible to hold any office in that municipality after removal.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.010. FILLING VACANCY ON GOVERNING BODY OR IN OTHER MUNICIPAL OFFICE. (a) If for any reason a single vacancy exists on the governing body of the municipality, a majority of the remaining members who are present and voting, excluding the mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required by Section 11, Article XI, Texas Constitution. The mayor may vote on the appointment only if there is a tie.

(a-1) A person serving as a member of the governing body is not, because of that service, ineligible to be appointed to fill a vacancy in the office of mayor of the municipality, but the person may not vote on the person's own appointment.

(b) The person appointed to fill the vacancy serves until the next regular municipal election.

(c) In lieu of appointing a person to fill a vacancy on the governing body, a special election may be ordered to elect a person to fill the vacancy.

(d) If two or more vacancies on the governing body exist at the same time, a special election shall be ordered to fill the vacancies.

(d-1) A member of the governing body is ineligible to vote to fill a vacancy on the governing body by special election after resigning from the governing body.

(e) If a vacancy exists in any other municipal office, the mayor or acting mayor shall appoint a person to fill the vacancy, subject to confirmation by the governing body.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 513 (S.B. 653), Sec. 1, eff. June 16, 2007.

Acts 2017, 85th Leg., R.S., Ch. 1096 (H.B. 3727), Sec. 2, eff. September 1, 2017.

Sec. 22.011. FILLING VACANCY IN MUNICIPAL OFFICE UNDER SPECIAL CIRCUMSTANCES. If a vacancy occurs in a municipal office by a resignation or in another manner and if the vacancy cannot be filled as provided by other law, the commissioners court of the county in which the municipality

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT:

- ☐ **CONSENT**
☒ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Discussion of and action on the following appointments to the Economic Development Corporation Board of Directors (Mayor Schoolcraft):

- Place One, Phyllis Jackson Term Expiring September 30, 2021; and
- Place Three, John Kodosky Term Expiring September 30, 2021.

BACKGROUND:

Since its formation on June 3, 2003, the City of Helotes Economic Development Corporation (EDC) has initiated or been instrumental in the completion of numerous projects which have been beneficial to the City of Helotes. It has played a vital role in the development of certain properties within the City and in bringing new businesses to the City to serve the needs of our citizens.

Bill Putty, Place One, will be moving out of the City and, as a result, will not be reappointed when his term expires on 09/30/2019. Bill was appointed to the EDC Board on 07/26/2018 and we appreciate his service.

Pat Wootton, Place Three, was appointed to the EDC Board on 08/27/2009 and has served the EDC well, including his terms as President of the Board. Pat's term expires on 09/30/2019 and he has requested that we not reappoint him. Pat has served the City as a volunteer in different capacities for more than 40 years.

I have talked to Phyllis and John about the role of the EDC and the commitment required to serve on the Board of Directors. They have received and studied the Articles of Incorporation, Bylaws, Chapter 505 of the Texas Local Government Code, Type B Corporations, and the 2019 EDC Work Plan. They have acknowledged their understanding of the importance of their role in serving the EDC and the City of Helotes. I encourage their acceptance by the existing EDC Board members and the approval of their appointments by the City Council.

FINANCIAL: N/a

RECOMMENDATION:

Approval of the appointment of the appointments.

SUBMITTED BY: Mayor Schoolcraft

DATE SUBMITTED: September 19, 2019

SUGGESTED MOTION:

Motion to approve the following appointments to the Economic Development Corporation Board of Directors:

- | | |
|------------------------------|---------------------------------------|
| • Place One, Phyllis Jackson | Term Expiring September 30, 2021; and |
| • Place Three, John Kodosky | Term Expiring September 30, 2021. |

Celina Perez

From: hekotes Wootton [REDACTED]
Sent: Tuesday, September 17, 2019 5:08 PM
To: Celina Perez
Subject: EDC

Please accept this email as my request to not be reappointed to the EDC at the end of my current term which expires on 9-30-2019. Thank you Pat Wootton

Celina Perez

From: City of Helotes <info@helotes-tx.gov>
Sent: Tuesday, September 17, 2019 6:01 PM
To: Celina Perez
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form:

Date: 09/17/2019 06:01 PM

1. Name: : Phyllis A Jackson
2. Address: : 11826 Shotgun Way
3. Telephone: [REDACTED]
4. Email: [REDACTED]
5. How many years have you lived in the City? : 31 Years
6. Subdivision: : Helotes Crossing
7. Bexar County Voter Registration #: : Texas
8. Education: : BA UT Austin
9. Business Owner? : No
10. Business Name: :
11. Occupation: : Teacher
12. Business Address: :
13. Business Phone: :
14. Select the following municipal committees you wish to serve on: : Economic Development Corp. Board of Directors
15. Business Email: :
16. If you currently serve on municipal committees, please list them here: :
17. List any experience, qualifications, or special interests here: : Chairman of MCGIC, co-owner retail shop
18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes
19. How many hours can you serve each month? : 2-4
20. Electronic Signature : Phyllis Jackson
21. Date: : 17/09/2019

Celina Perez

From: City of Helotes <info@helotes-tx.gov>
Sent: Wednesday, September 18, 2019 7:26 AM
To: Celina Perez
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form:

Date: 09/18/2019 07:25 AM

1. Name: : John Kodosky
2. Address: : 10617 Alta Loma
3. Telephone: [REDACTED]
4. Email: [REDACTED]
5. How many years have you lived in the City? : 11
6. Subdivision: : Helotes Ranch Acres
7. Bexar County Voter Registration #: :
8. Education: : Doctor of Health Science
9. Business Owner? : No
10. Business Name: :
11. Occupation: : Physician Assistant
12. Business Address: :
13. Business Phone: :
14. Select the following municipal committees you wish to serve on: : Economic Development Corp. Board of Directors
15. Business Email: :
16. If you currently serve on municipal committees, please list them here: :
17. List any experience, qualifications, or special interests here: : I have worked at University Hospital since 2001 in the emergency room and in Orthopaedic Trauma. I teach and mentor multiple students per year from graduate and undergraduate programs. I am actively involved in scouting and have founded and lead cub scout packs, boy scout troops, and girl scout troops in Helotes. I am an avid woodworker and enjoy milling logs into lumber which I then use to build furniture.
18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes
19. How many hours can you serve each month? : 20
20. Electronic Signature : John Kodosky
21. Date: : 18/09/2019

**CITY OF HELOTES
CITY COUNCIL
AGENDA ITEM REQUEST FORM**

DATE: September 26, 2019

AGENDA PLACEMENT: ☒ **CONSENT**
 ☐ **INDIVIDUAL**
 ☐ **PRESENTATION**
 ☐ **CLOSED**

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

BACKGROUND:

The City Council and EDC Board of Directors annually approve and execute an Agreement for Management Services for the provision, generally, of financial management and oversight of the Corporation.

The proposed FYE 2020 Agreement remains unchanged from the current FYE 2019 Agreement.

FINANCIAL:

\$5,400 per year; based upon estimated hours worked by the City Treasurer on EDC financial affairs.

RECOMMENDATION:

City staff recommends approval of a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING AN AGREEMENT FOR MANAGEMENT SERVICES BETWEEN THE CITY OF HELOTES AND THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City of Helotes, Texas (hereinafter referred to as the “City”) is desirous of entering into an agreement for the provision of certain administrative services for the City of Helotes Economic Development Corporation (hereinafter referred to as the “EDC”) to be performed by the City; and

WHEREAS, the City authorized the creation of the EDC pursuant to the provisions of Texas Revised Civil Statutes Annotated Article 5190.6, as amended (the “Act”); and

WHEREAS, the City applauds the mission of the EDC to promote, encourage, and enhance the creation of jobs and the expansion of the local sales and property tax base through economic development projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development, growth, and investment of human and capital resources within the City; and

WHEREAS, the City Council believes that an agreement is necessary in order to ensure the most effective operation of the EDC concerning this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. Approval. The Agreement, attached hereto as Exhibit A, is hereby approved for one year, beginning October 1, 2019 and expiring on September 30, 2020.

Section Two. Authorization. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Three. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Four. Recitals. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Five. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it

would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED THIS 26TH DAY OF SEPTEMBER 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

**AGREEMENT FOR MANAGEMENT SERVICES
BETWEEN THE CITY OF HELOTES AND
THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION**

THIS AGREEMENT, approved as of the 26th day of September 2019, by and between the City of Helotes (the “City”), acting by and through its Mayor, Thomas A. Schoolcraft, and the City of Helotes Economic Development Corporation (the “EDC”), acting by and through its Executive Director, is as follows:

WITNESSETH:

I

That the City agrees to provide management, administrative, and financial services to the EDC according to the terms of this Agreement. For purposes of this Agreement, the Executive Director shall serve as the designated employee described in Section 3.6 of the EDC Bylaws who shall oversee EDC Staff and its completion of the following activities:

- a) Development of an annual Economic Development Plan, as required by Section 4.1 of the EDC Bylaws. The Economic Development Plan shall be reviewed and approved by the EDC Board of Directors and the City Council.
- b) Reviewing projects and materials and advising the EDC Board of Directors of the tasks and responsibilities of the EDC and its Board of Directors, pursuant to law and the EDC Articles of Incorporation and Bylaws, to ensure that the EDC carries out its duties and requirements imposed on it by law and the EDC Articles of Incorporation and Bylaws.
- c) Preparing all reports and keeping all books and records required by the EDC Articles of Incorporation and Bylaws, unless otherwise stipulated within the EDC Articles of Incorporation and Bylaws.
- d) Administering and monitoring, on the Board of Directors’ behalf, all agreements authorized by Article 4 *Functional Corporate Duties and Requirements* of the EDC Bylaws, and monitoring the progress of and reporting to the EDC and the City Council concerning economic development programs the EDC has expended sales tax monies on, as permitted by the provisions of Texas Revised Civil Statutes Annotated, Article 5190.6, as amended (the “Act”), unless otherwise stipulated within the EDC Articles of Incorporation and Bylaws.
- e) Preparing a budget for the forthcoming year for review and approval by the EDC Board of Directors and the City Council. The budget shall be prepared in accordance with Article 4 *Functional Corporate Duties and Requirements* of the EDC Bylaws.
- f) Providing all necessary accounting and financial management services through the City Treasurer and the City’s Administrative Department. Services shall be provided in accordance with Article 4 *Functional Corporate Duties and Requirements* and Section 3.4 *Treasurer* of the EDC Bylaws.

- g) EDC personnel shall be personnel of the EDC, not the City; however, EDC personnel shall be subject to the City's Personnel Policies and Procedures Manual, except where said Policies and Procedures conflict with the authority conferred by the EDC Articles of Incorporation and Bylaws onto the Executive Director. EDC personnel salaries and benefits shall be paid by the EDC through accounting and financial management services provided by the City Treasurer and the City's Administrative Department.
- h) Ensuring that the appropriate insurance coverages indemnifying the EDC, EDC Board of Directors and Officers and Officials, EDC personnel, City Officials and Officers, and City personnel, individually and in their capacity as Officers, Officials, Directors and staff, are current and fully paid. These coverages shall be for, at a minimum, \$1 million per claim, and the cost of said coverages shall be at the Corporation's expense.

II

The EDC reserves the right to hire an attorney of its own or utilize the City Attorney at its own expense. Such legal services shall include representation in litigation, legal proceedings, review of documents, contracts, and other legal instruments as to form and legality.

III

The EDC shall pay a fixed fee for management services provided the EDC by the City, pursuant to this Agreement.

Subject to the City establishing this Agreement with the EDC for management services, the EDC shall pay to the City for management services included within this Agreement the annual sum of \$5,400.00.

In the event of the termination of this Agreement, the EDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the Agreement and any and all continuing costs incurred by the City after Agreement termination associated with City oversight of the EDC, as prescribed by the EDC Articles of Incorporation and Bylaws.

IV

Nothing in this Agreement shall be construed to divest the EDC Board of Directors of its discretion and policy making functions. As provided by the Act, all of the EDC's "programs and expenditures" must be approved by the City Council.

In accordance with the EDC Articles of Incorporation and Bylaws, the appropriate individuals are hereby given the authority to execute checks in conformity with its rules governing bank signatories, withdrawals, and transfer of funds, provided these funds have been authorized by the EDC and the City and comply with the provisions of the Act. It is understood and agreed that the requirement that City officials and personnel sign checks drawn on the EDC's account(s) is administrative only to assure against misappropriation and improper use of funds, except that the EDC has to obtain prior approval of the City Council before authorizing

disbursement of funds. Authorization of expenditures by the EDC Board of Directors shall be deemed binding upon City signatories, unless otherwise restrained by judicial order.

V

Subject to early termination, as provided in Article VI below, this Agreement shall be in effect for a period of one year, commencing October 1, 2019 and ending September 30, 2020, unless otherwise renewed or extended at the discretion of both parties.

VI

TERMINATION

- a) This Agreement may be terminated by the City or EDC, in whole, or from time to time, in part, upon thirty (30) days notice from the terminating party to the other party; however, any and all continuing costs incurred by the City after Agreement termination associated with City oversight of the EDC, as prescribed by the EDC Articles of Incorporation and Bylaws, shall continue to be compensable by the EDC to the City. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the Agreement shall be terminated thirty (30) days after receipt by the notified party.
- b) After receipt of a Notice of Termination the City and the EDC shall:
 - i. Stop work on the date, as specified, in the thirty (30) day Notice of Termination to the extent possible.
 - ii. Place no further orders or subcontracts, except as may be necessary for the completion of work not terminated.
 - iii. Subject to Texas law, terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
 - iv. The EDC shall pay all lawfully incurred expenses incurred through the date of termination.

VII

OFFICIALS NOT TO BENEFIT

No public official of the EDC Board of Directors and/or the City Council who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project or program hereunder, shall participate in any decision relating to the Agreement which affects his/her personal interest, nor shall he/she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

VIII

It is expressly understood that the City and the EDC each retain the right to pursue other avenues for economic development, when it is determined to be in the best interest of the City or the EDC to do so, and this Agreement shall not limit either the City's right or the EDC's right to pursue such interests.

IX

This agreement shall take effect on October 1, 2019 and expire on September 30, 2020 and is subject to amendment and extension at such time.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day indicated.

**CITY OF HELOTES
ECONOMIC DEVELOPMENT CORPORATION**

Rick Schroder, Executive Director 09/26/19

ATTEST:

Glenn Goolsby, Asst. Director 09/26/19

CITY OF HELOTES

Thomas Schoolcraft, Mayor 09/26/19

ATTEST:

Celina Perez, City Secretary 09/26/19



15

Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

September 11, 2019

City of Helotes
Rick Schroder, City Administrator
P.O. Box 507
Helotes, Texas 78023

RE: Waiver of Penalty and Interest on Tax Account: 04481-501-0550
Years(s): 2018
Owner(s): Steve Buescher
Amount of Penalty Paid: \$68.54
Amount of Interest Paid: \$11.42
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Schroder:

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

Please notify our office within fifteen days of the receipt of this letter if the governing body of the City of Helotes agrees with this recommendation. If you have any questions or concerns please contact our office at (210) 335-0565.

Sincerely,

Albert Uresti, MPA, PCC
Tax Assessor-Collector
Bexar County

AU:CG/Krk
Attachment: a/s

FORM: TASL7
REV 04/13

July 2, 2019

Albert Uresti
Bexar County Tax Assessor-Collector
PO Box 839950
San Antonio, TX 78283-3950

Re: 10815 Hunters Way
Acct No. 044815010550

Dear Mr. Uresti,

I would like to make you aware of a situation that I have encountered that has impacted me quite substantially financially. In June, 2018, I was approached to buy a property at 10815 Hunters Way from a credit union that had foreclosed on it. In the negotiation of the purchase price, I called down to the Bexar County Appraisal District and talked to a representative to find out about an exemption code and when that particular exemption would go away. The representative informed me that the exemption (EXXV) was a religious exemption and that it was set at the beginning of the calendar year and would stay in force until the first day of January, 2019, therefore no property taxes would be due for 2018. This was also confirmed by the title company just prior to closing.

I made the purchase and never gave it another thought until I was on your website last week to look at a partial payment amount due on another property I own and came across a delinquent bill due on the property located at 10815 Hunters Way. To this date, I never received any communication from the Appraisal District or your office on either the exemption being removed or a tax bill for 2018 being generated. Once I became aware of the situation, I immediately called the appraisal district and they denied that their staff would have made such a mistake and that they have no control over the tax assessment portion and to talk to your office. The appraisal district did admit that they missed the deed that transferred the property into my name and therefore should have notified you of that change.

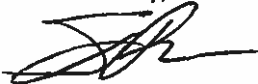
Since I had no knowledge of the loss of exemption or the producing of a bill for 2018, I was fully unaware of the bill that was due. Immediately upon discovery, I went into action and contacted both the appraisal district and your office. I won't go into the details on the appraisal district as they are not relevant to my request of you. Your office would not talk to me about waiving the penalty that had accrued on the bill and would only say that I could pay the full amount now (otherwise additional penalties would be assessed on July 1 and continue each month until paid in full) and write this letter to ask to waive the penalty based upon the facts surrounding this particular situation. This week the appraisal district told me they just now made the change on ownership and would pass that information on to your office (I have a letter if that helps).

My request of you is for you to consider waiving and refunding me the penalty that was paid on the 2018 property taxes as I was given misinformation from the appraisal district of the exemption being for

the entire year and also due to the fact that they did not notify you of me being the new owner therefore never receiving the actual 2018 tax statements.

I would like to discuss this situation with you personally further. Preferably in person or over the phone. I hope that you are a man of integrity and will call me directly to talk to me and not have one of your employees make that call or simply disregard this letter that I have written to you. I can be reached at [REDACTED] and look forward to your call.

Sincerely,

A handwritten signature in black ink, appearing to be 'SB' or 'Steve Buescher', written in a cursive style.

Steve Buescher



Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

August 19, 2019

Steve Buescher
254 Wildrose
San Antonio, Texas 78209

RE: Account# 04481-501-0550

Dear Mr. Buescher:

This letter is to acknowledge receipt of your correspondence wherein you have requested for the waiver of penalty and interest against the above referenced property.

We are in the process of reviewing your account for a possible error. Once this step is completed, the findings along with your request for the waiver of penalties and interest will be forwarded to the governing bodies of the taxing units for which we collect taxes. Their agency will determine if an error was made by the Bexar Appraisal District that would warrant for the waiver of penalty and interest.

If we can be of further assistance, please contact our Property Tax Department at (210) 335-0535.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Isbell", is written over a horizontal line.

Karen Isbell, PCC
Property Tax Supervisor
Office of Albert Uresti MPA, PCC
Tax Assessor-Collector
Bexar County

Klrk

FORM: TASL4
REV 04/2015



Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

August 19, 2019

Mr. Michael A. Amezcuita
Chief Appraiser
Bexar Appraisal District
411 North Frio
San Antonio, TX 78207

Re: Research of Possible Error per Section 33.011 of the Texas Property Tax Code
Account(s): #04481-501-0550

Dear Mr. Amezcuita:

Enclosed please find copies of the request received by this office from Steve Buescher, of 10815 Hunters Way, requesting to waive penalty and interest under the Section of the Tax Code cited above. Taxes were paid timely of the notification of delinquent taxes and the request for waiver was made within 180 days.

Please research account number(s) 04481-501-0550 for tax year(s) 2018 for possible incorrect ownership. A recommendation is requested of a possible incorrect ownership/mailling address administrative error on the Bexar Appraisal District records.

Please forward your response to: Bexar County Tax Office, Attn: Property Tax Department, P.O. Box 839950, San Antonio, TX 78283. If there are any questions we can be reached at 210-335-0535.

Sincerely,

A handwritten signature in black ink, appearing to read "Isbell", is written over the typed name Karen Isbell.

Karen Isbell, PCC
Property Tax Supervisor
Office of Albert Uresti, MPA, PCC
Tax Assessor-Collector
Bexar County

KI:rk

Enclosures: As Stated

RECEIVED
AUG 23 2019
GIS-BCAD

FORM: TASL7
REV 04/2015



BEXAR APPRAISAL DISTRICT

Michael A. Amezcuita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

CHERI BYROM
Chainwoman
ROBERTO TREVIÑO-
Councilman District 1
Vice-Chairman
GEORGE TORRES
Secretary

SERGIO RODRIGUEZ -
Commissioner, PCT 1
J. KEITH HUGHEY
ALBERT URESTI, MPA

August 26, 2019

Albert Uresti MPA, PCC
Tax Assessor/Collector
Bexar County Tax Office
233 N Pecos
San Antonio, Texas 78207

RE: Research of Possible Error per Sections 33.011 or 31.015 of the Texas Property Tax Code.

As per your request, we have researched account number #04481-501-0550 for possible incorrect ownership information under State Property Tax Code 33.011 and/or 31.015. We have found that there was an administrative error on the Bexar Appraisal Records.

If we can be of any further assistance please contact me at (210) 242-2538.

Sincerely,

Mary Mares

Mary Mares
Bexar Appraisal District



BEXAR APPRAISAL DISTRICT

BEXAR APPRAISAL DISTRICT RESEARCH DOCUMENT FOR POSSIBLE MAILING ADDRESS CORRECTION

PER SECTION 33.011 OR 31.015

ACCOUNT: 04481-501-0550

REASON FOR ERROR:

1. MAILING ADDRESS NOT UPDATED ACCORDINGLY.
2. SUITE AND OR APARTMENT NUMBER LEFT OFF ON MAILING ADDRESS.
3. DEED NOT TRANSFERRED CORRECTLY, PROPERTY TRANSFERRED IN ERROR.
4. DEED NOT TRANSFERRED CORRECTLY WITH MORE THAN ONE ACCOUNT AND ONLY ONE ACCOUNT TRANSFERRED.
5. DEED FILED TIMELY BUT NOT TRANSFERRED.
6. OTHER:

REMARKS:

INITIATOR: MARY MARES

DATE: 08/26/2019

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING APPROPRIATIONS FOR THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION'S (EDC) FISCAL YEAR ENDING (FYE) 2020 MAINTENANCE AND OPERATING, INTEREST AND SINKING, AND CAPITAL BUDGETS BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 TO SUPPORT THE EDC'S PROGRAMS, "PROJECTS," AS DEFINED BY TEXAS LOCAL GOVERNMENT CODE CHAPTER 505 *TYPE B CORPORATIONS*, AND COOPERATIVES; AUTHORIZING THE CITY ADMINISTRATOR AND EDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the mission of the EDC is to promote, encourage, and enhance the creation of jobs and the expansion of the local sales and property tax base through economic development projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development, growth, and investment of human and capital resources within the City of Helotes; and

WHEREAS, the vision of the EDC includes a balance of sales and property taxes that considers our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens; and

WHEREAS, proposed FYE 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets (the "Budgets") were duly presented to the EDC Board of Directors by the EDC President and the Executive Director and two public hearings were held thereon on August 14, 2019 and September 18, 2019, notice of said hearings having first been duly published in the San Antonio Express News, on the EDC website, and on the City of Helotes electronic bulletin board; and

WHEREAS, the EDC Board of Directors has reviewed and amended the attached FYE 2020 Budgets, and such amendments, approved by the EDC Board of Directors on September 18, 2019, have been identified and their effect included within the attached Budgets; and

WHEREAS, the EDC Board of Directors officially found that all line items outlined within the attached FYE 2020 Budgets comply with the requirements and purposes of the election authorizing the use of additional sales and use tax monies for economic development purposes and constitute qualified "Projects," as defined Texas Local Government Code Chapter 505 *Type B Corporations*; and

WHEREAS, pursuant to Sec. 505.158 of the Texas Local Government Code, the City Council of the City of Helotes shall adopt a Resolution approving the EDC's appropriations, Budgets, programs, "Projects," and cooperatives for FYE 2020 beginning October 1, 2019 and ending September 30, 2020 after giving the Resolution at least two separate readings. The City

Council held two public hearings on this Resolution on August 22, 2019 and September 12, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES:

SECTION ONE: That appropriations for the EDC's FYE 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets, beginning October 1, 2019 and ending September 30, 2020, to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*, and cooperatives be fixed and determined for said terms in accordance with the expenditures shown in the EDC's FYE 2020 Budgets, a copy of which is appended hereto as Exhibit A.

SECTION TWO: That said appropriations supporting EDC programs, "Projects," and cooperatives are hereby approved in all respects by the City Council of the City of Helotes, Texas and adopted as the EDC Maintenance and Operating, Interest and Sinking, and Capital Budgets for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

SECTION THREE: That the City Administrator, serving as the EDC Executive Director, is hereby authorized to take all necessary steps to implement the provisions of this Resolution and is given the authority to sign documents authorizing the payment of funds and to expend public monies that have been approved and appropriated within said Budgets.

SECTION FOUR: That this Resolution shall take effect on October 1, 2019.

SECTION FIVE: That the City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION SIX: That if any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED THIS 26th DAY OF SEPTEMBER 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

05 -ECONOMIC DEVELOPMENT CORP

REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 PROPOSED BUDGET
						\$950,079	\$1,283,517
NON-PROPERTY TAXES							
401-3140 SALES TAX	633,289	757,921	1,215,880	1,210,582	1,343,789	1,465,952	1,465,952
401-3150 MIXED BEVERAGE	7,759	8,733	9,302	9,707	9,815	9,815	9,815
TOTAL NON-PROPERTY TAXES	641,049	766,654	1,225,182	1,220,289	1,353,604	1,475,767	1,475,767
MISCELLANEOUS REVENUE							
406-1010 INTEREST	1,833	3,009	9,534	8,492	19,539	21,315	21,315
406-1060 TRANSFERS IN/OUT	0	(2,520)	0	0	(99,293)	(99,293)	0
TOTAL MISCELLANEOUS REVENUE	1,833	489	9,534	8,492	(79,754)	(77,978)	21,315
TOTAL REVENUES	642,882	767,143	1,234,715	1,228,781	1,273,850	1,397,789	1,497,082

05 -ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

PROPOSED BUDGET
AS OF: SEPTEMBER 9, 2019

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 PROPOSED BUDGET
PERSONNEL							
510-5101 SALARIES	0	0	0	68,053	65,062	67,664	72,545
510-5111 LONGEVITY	0	860	980	1,100	1,100	1,100	1,220
510-5113 BENEFITS	0	0	0	17,352	14,775	15,356	18,266
TOTAL PERSONNEL	0	860	980	86,505	80,937	84,130	92,031
CONTRACTUAL SERVICES							
510-5201 MEMBERSHIPS, DUES & LICENSES	5,992	5,741	9,419	16,000	9,076	9,901	16,000
510-5202 AUDIT FEES	2,900	3,000	3,100	3,200	3,200	3,200	3,200
510-5203 SCHOOLS, SEMINARS, CONFERENCES	1,762	1,247	1,784	3,000	1,005	1,096	3,000
510-5204 INTL. CONF. SHOPPING CENTERS	6,188	7,528	4,664	9,000	8,173	8,916	8,916
510-5205 BANK FEES	245	0	0	500	0	500	500
510-5206 LEGAL FEES / MDD CREATION	4,101	4,147	2,868	2,993	624	681	5,000
510-5208 CONC. DESIGN & LAND USE PLANS	4,700	0	7,300	25,000	1,781	1,943	15,000
510-5210 WORKSHOPS & PROMOTIONS	300	1,000	0	3,000	189	206	3,000
510-5211 MARKETING / TOURISM	26,606	28,178	11,099	34,621	14,425	15,736	35,000
510-5212 WEBSITE DEV. & MAINTENANCE	0	1,050	6,336	8,523	8,975	9,791	9,791
510-5214 MANAGED SVCS. AGREEMENT	15,000	15,000	11,084	5,524	5,524	5,524	5,400
510-5215 DEBT SERVICE	335,000	195,000	200,000	323,040	323,040	323,040	329,210
510-5221 RETAIL RECRUITMENT CONSULTING	35,000	30,000	25,000	20,000	0	0	0
510-5224 OFFICE RENTAL	0	0	17,031	9,600	9,500	9,500	10,800
510-5225 OTHSD PARKING LOT LEASE	0	0	162	6,000	5,169	6,000	5,520
510-5226 LAND ACQUISITION	0	0	0	234,150	0	0	0
510-5227 CAPACITY / GAP ANALYSES	0	0	0	0	0	0	15,000
510-5228 VISITOR CENTER	0	0	0	0	0	0	50,000
510-5229 GATEWAY SIGNAGE	0	0	0	0	0	0	50,000
TOTAL CONTRACTUAL SERVICES	437,794	291,891	299,848	704,151	390,682	396,034	565,337
510-5206 LEGAL FEES / MDD CREATION							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 6							
510-5211 MARKETING / TOURISM							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 4							
510-5227 CAPACITY / GAP ANALYSES							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 1							
510-5228 VISITOR CENTER							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 5							
510-5229 GATEWAY SIGNAGE							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 2							

05 -ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 PROPOSED BUDGET
COMMODITIES							
510-5301 OFFICE SUPPLIES	730	957	3,037	2,211	392	428	3,000
510-5302 OPERATIONAL EXPENSES	641	1,755	15,703	13,165	13,165	14,362	14,362
510-5305 COMMUNICATION EQUIPMENT	1,530	235	1,362	1,421	1,129	1,232	1,232
510-5326 EXPENSE REIMBURSEMENT	128	129	0	250	168	183	183
510-5333 380 AGREEMENT REIMBURSEMENTS	0	0	421,727	421,078	567,982	567,982	567,982
TOTAL COMMODITIES	3,029	3,076	441,828	438,125	582,835	584,186	586,759
TOTAL ADMINISTRATION	440,823	295,827	742,656	1,228,781	1,054,454	1,064,351	1,244,127
TOTAL EXPENDITURES	440,823	295,827	742,656	1,228,781	1,054,454	1,064,351	1,244,127
REVENUE OVER/(UNDER) EXPENDITURES	202,058	471,316	492,059	0	219,396	333,438	252,955
				ENDING FUND BALANCE		\$1,283,517	\$1,536,472

*** END OF REPORT ***

**City of Helotes
CITY COUNCIL**

AGENDA ITEM REQUEST FORM

DATE: September 26, 2019

AGENDA PLACEMENT: ☐ **CONSENT**
☒ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2019 and ending September 30, 2020; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2019 – 2020 fiscal year; authorizing personnel positions and salaries; setting the 2019 – 2020 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date. (Staff)

BACKGROUND:

The final proposed FYE 2020 Municipal Budget(s) include additional ad valorem (property) tax revenues associated with a proposed tax rate of \$0.350000 / \$100 valuation and additional salary expenditures associated with increasing the TMRS contribution rate from 6% to 7%.

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends approval of an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2019 and ending September 30, 2020; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2019 – 2020 fiscal year; authorizing personnel positions and salaries; setting the 2019 – 2020 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Must be approved by a recorded vote of the governing body.

Motion to approve an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2019 and ending September 30, 2020; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2019 – 2020 fiscal year; authorizing personnel positions and salaries; setting the 2019 – 2020 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF HELOTES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; APPROPRIATING MONEY TO A SINKING FUND TO PAY THE INTEREST AND PRINCIPAL OF THE CITY'S INDEBTEDNESS; ADOPTING THE ANNUAL BUDGET(S) OF THE CITY OF HELOTES FOR THE 2019 – 2020 FISCAL YEAR; AUTHORIZING PERSONNEL POSITIONS AND SALARIES; SETTING THE 2019 – 2020 HOLIDAY SCHEDULE FOR CITY EMPLOYEES; AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND MONIES AND SIGN DOCUMENTS IN ACCORDANCE WITH SAID BUDGET(S); INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HERewith; AND SETTING AN EFFECTIVE DATE.

WHEREAS, a proposed, balanced municipal Budget(s) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 was duly presented to the City Council by Mayor Thomas A. Schoolcraft on August 8, 2019; and

WHEREAS, public hearings were held on the proposed Budget(s) and Tax Year 2019 ad valorem (property) tax rate on August 22, 2019 and September 12, 2019, notice of said hearings having first been duly published in the San Antonio Express News; and

WHEREAS, the City Council has reviewed and amended the proposed Budget(s), and changes, as approved by the City Council, have been identified and their effect included within said Budget(s).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE: Budget. The appropriations for the fiscal year beginning October 1, 2019 and ending September 30, 2020 for the support of the general government of the City of Helotes, Texas (the "City") be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2019 – 2020 Budget(s), a copy of which is appended hereto as Attachment A.

SECTION TWO: Approval. Said Budget(s) is hereby approved in all respects and adopted as the City's Budget(s) for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

SECTION THREE: Indebtedness. There is hereby appropriated the amount shown in said Budget(s) necessary to provide for a sinking fund for the repayment of the principal and interest and the retirement of the bonded debt requirement of Fiscal Year 2019 – 2020.

SECTION FOUR: Employee Positions and Salaries. There is hereby established for the Fiscal Year 2019 – 2020 a schedule of authorized employee positions and salaries, as contained in Attachment A. Authorized employee positions and salaries are initially established by this Ordinance; however, changes to employee positions and salaries may occur during the Fiscal Year 2019 – 2020 through the authorization of the City Administrator.

SECTION FIVE: Holiday Schedule. There is hereby established for the Fiscal Year 2019 – 2020 a schedule of authorized holidays on which City offices will be closed, as contained in Attachment A. Changes to the holiday schedule may occur during the Fiscal Year 2019 – 2020 through the authorization of the City Administrator.

SECTION SIX: Authorization. The City Council hereby authorizes the City Administrator to sign documents authorizing the payment of funds and to expend public monies that have been approved and appropriated in this Budget(s).

SECTION SEVEN: Findings. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION EIGHT: Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

SECTION NINE: Repealer. All Code provisions, ordinances, and other provisions in conflict with the provisions of this Ordinance are hereby repealed.

SECTION TEN: Effective Date. This Ordinance shall become effective on October 1, 2019.

PASSED AND APPROVED THIS 26th DAY OF SEPTEMBER 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

ORDINANCE NO. _____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS INCREASING THE RATE OF DEPOSITS FROM SIX PERCENT (6%) TO SEVEN PERCENT (7%) TO THE TEXAS MUNICIPAL RETIREMENT SYSTEM BY THE EMPLOYEES OF THE CITY OF HELOTES**

WHEREAS, the Texas Municipal Retirement System administers the retirement program for the City of Helotes and many other cities in Texas; and

WHEREAS, the City Council of the City of Helotes, Texas (the "City") hereby increases the rate of deposits from six percent (6%) to seven (7%), affecting the retirement deduction from the gross compensation of all qualifying members of the Texas Municipal Retirement System, who are in the employment of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. That all employees of the City of Helotes, who are members of the Texas Municipal Retirement System, shall make deposits to the System at the rate of 7% of their individual earnings.

Section Two. This Ordinance shall become effective on the 1st day of January 2020.

PASSED AND APPROVED by the City Council of the City of Helotes, Texas on the 26th day of September 2019.

APPROVED:

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary



September 16, 2019

Via Email

Mr. Rick Schroder
City Manager
City of Helotes
P.O. Box 507
Helotes, TX 78023-0507

Dear Mr. Schroder:

We are pleased to enclose a model ordinance for your city to adopt a:

7% Employee Deposit Rate

If adopted, the city will begin deducting this new percentage rate from each employee's gross monthly wages beginning on the date indicated in the approved ordinance. This date may be the first of any month following the adoption date.

With the adoption of this provision your city's contribution rate for the remainder of 2019 will be **7.74%**; beginning January 1, 2020 the rate will be **7.71%**.

We will appreciate receiving a copy of this ordinance within 30 days of adoption.

If you need any additional information or assistance, please contact me at 1-800-924-8677.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric W. Davis", is written over a faint, larger version of the same signature.

Eric W. Davis
Deputy Executive Director

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS RATIFYING THE ADOPTION OF THE FISCAL YEAR (FY) 2019 – 2020 MUNICIPAL BUDGET(S) RAISING MORE REVENUE FROM AD VALOREM (PROPERTY) TAXES DUE TO INCREASED PROPERTY VALUATIONS AND THE ADDITION OF REAL PROPERTY TO THE TAX ROLL THAN IN THE FY 2018 – 2019 MUNICIPAL BUDGET(S); AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Helotes, Texas has, on the same date and prior to its consideration and adoption of this Ordinance, adopted the Budget(s) of the City of Helotes for FY 2019 – 2020; and

WHEREAS, the FY 2019 – 2020 Budget(s) will raise more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FY 2018 – 2019 Municipal Budget(s); and

WHEREAS, Section 102.007(c) of the Texas Local Government Code provides that the adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax revenue increase reflected in the budget, and that such vote is in addition to and separate from the vote to set the tax rate required by Chapter 26, Tax Code, or other law; and

WHEREAS, in order to comply with the provisions of Section 102.007(c) of the Texas Local Government Code, it is necessary for the City Council to take the actions accomplished and evidenced by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES THAT:

SECTION ONE. In accordance with the requirements of Section 102.007(c) of the Texas Local Government Code, the adoption of the FY 2019 – 2020 Budget(s), which will require raising more revenue from property taxes due to increased property valuations and the addition of real property to the tax roll than in the FY 2018 – 2019 Budget(s), is hereby ratified by the City Council in all things, thereby ratifying the property tax revenues reflected in the FY 2019 – 2020 Budget(s).

SECTION TWO. The City Council hereby authorizes the City Administrator to take all necessary steps to implement the provisions of this Ordinance.

SECTION THREE. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION FOUR. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

SECTION FIVE. All Code provisions, ordinances, and other provisions in conflict with the provisions of this Ordinance are hereby repealed.

SECTION SIX. This Ordinance shall become effective immediately after passage.

PASSED AND APPROVED THIS 26th DAY OF SEPTEMBER 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

**City of Helotes
CITY COUNCIL**

AGENDA ITEM REQUEST FORM

DATE: September 26, 2019

AGENDA PLACEMENT: ☐ **CONSENT**
☒ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2019 in the amount of \$0.350000 cents per \$100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date:

- a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.261595 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019; and
- b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.088405 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019.
(Staff)

BACKGROUND:

Pursuant to Tax Code Sec. 26.05(2)(b), the vote on the ordinance setting the tax rate must be separate from the vote adopting the budget. The vote on the ordinance setting a tax rate that exceeds the effective tax rate must be a record vote.

In compliance with Sec. 26.05(d), notice of the proposed tax rate and notice of the public hearings were published in the San Antonio Express News on August 14, 2019, and public hearings were held by the City Council on August 22, 2019 and September 12, 2019.

	2019-2020	2018-2019
Property Tax Rate:	\$0.350000 /100	\$0.350000/100
Effective Tax Rate:	\$0.341252/100	\$0.349380/100
Effective Maintenance & Operations Tax Rate:	\$0.242572/100	\$0.242969/100
Rollback Tax Rate:	\$0.350382/100	\$0.363601/100
Rollback Maintenance & Operations Tax Rate:	\$0.261977/100	\$0.262406/100
Debt Tax Rate:	\$0.088405/100	\$0.101195/100

FINANCIAL: N/a

RECOMMENDATION: N/a

SUBMITTED BY: City Staff

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Must be approved by a recorded vote of 60% of the members of the governing body.

Must be made as follows:

I move that the property tax rate be increased by the adoption of a tax rate of \$0.350000 per \$100 valuation, which is effectively a 2.56% increase in the tax rate. This motion includes:

- 1) the adoption of an ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.261595 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019; and
- 2) the adoption of an ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.088405 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS LEVYING AN AD VALOREM (PROPERTY) TAX RATE FOR THE TAX YEAR 2019 IN THE AMOUNT OF \$0.350000 CENTS PER ONE HUNDRED DOLLARS (\$100) VALUATION AND DIRECTING THE BEXAR COUNTY TAX ASSESSOR-COLLECTOR TO ASSESS, ACCOUNT FOR, AND DISTRIBUTE THE AD VALOREM (PROPERTY) TAXES AS HEREIN LEVIED; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HERewith; AND SETTING AN EFFECTIVE DATE.

WHEREAS, Section 26.05(a) of the Tax Code requires taxing authorities to adopt an ad valorem (property) tax rate by September 30th of each year or within sixty (60) days after receipt of the certified appraisal roll; and

WHEREAS, Section 26.05(b)(1) of the Tax Code requires that taxing authorities include the following statements when the tax rate exceeds the effective tax rate:

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.84% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$19.02.

WHEREAS, pursuant to Tax Code Section 26.05(d), notices of the proposed tax rate and public hearings thereon were published in the San Antonio Express News on August 14, 2019 and public hearings were held by the City Council on August 22, 2019 and September 12, 2019; and

WHEREAS, Section 26.05(a) of the Tax Code requires the total ad valorem (property) tax rate be approved in the following two components:

- (1) Maintenance and Operations; and
- (2) Debt Service.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. The ad valorem (property) tax rate per \$100.00 valuation for the City of Helotes for Tax Year 2019 is adopted as follows:

Maintenance and Operations	\$0.261595
Interest and Sinking (Debt Service)	\$0.088405
Total Tax Rate	\$0.350000

SECTION TWO. The City Council hereby authorizes the City Administrator to take all necessary steps to implement the provisions of this Ordinance.

SECTION THREE. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION FOUR. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

SECTION FIVE. All Code provisions, ordinances, and other provisions in conflict with the provisions of this Ordinance are hereby repealed.

SECTION SIX. This Ordinance shall become effective on September 26, 2019.

PASSED AND APPROVED THIS 26th DAY OF SEPTEMBER 2019.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

**City of Helotes
CITY COUNCIL**

AGENDA ITEM REQUEST FORM

DATE: September 26, 2019

AGENDA PLACEMENT: ☐ **CONSENT**
☒ **INDIVIDUAL**
☐ **PRESENTATION**
☐ **CLOSED**

CAPTION:

Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date. (Staff)

BACKGROUND:

In accordance with the United States Department of Labor's Bureau of Labor Statistics' April Consumer Price Index, all discretionary fees in the FYE 2020 Municipal Fee Schedule, except for Building Permit and Plan Review Fees, will increase by 1.8%, rounded to the dime (\$0.10).

FINANCIAL: See FYE 2019 Municipal Fee Schedule.

RECOMMENDATION:

City Staff recommends approval of an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date.

SUBMITTED BY: City Staff.

DATE SUBMITTED: September 17, 2019

SUGGESTED MOTION:

Motion to approve an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date.

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS ESTABLISHING AND AMENDING FEES, COSTS, AND FINES CHARGED BY THE CITY OF HELOTES; ADOPTING PENALTY RATES ESTABLISHED BY THE STATE OF TEXAS; ADOPTING SAVINGS, REPEALER, AND PENALTY CLAUSES; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Helotes, Texas (the "City") finds that the fees, costs, and fines charged by the City should be organized, consolidated, and amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. Establishment of Fees. The fees, costs, and fines to be charged by the City of Helotes are hereby adopted, as set forth in Exhibits A and B, attached hereto, and titled Helotes Fee Schedule and Court Fees and Fines, respectively. Any such prior fees, costs, and fines established by ordinance or resolution in the City of Helotes, which are in conflict with Exhibits A or B, are hereby revoked, and the fees, costs, and fines set forth herein shall be enforced.

Section Two. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section Three. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

Section Four. Penalty. Any person, firm, company, partnership, corporation, or association violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined an amount of not more than five hundred dollars (\$500.00) for each such violation, and each and every day that the provisions of this Ordinance are violated shall constitute a separate and distinct offense.

Section Five. Effective Date. This Ordinance shall be effective immediately following its publication in the San Antonio Express News. Thereafter, the rules contained therein will apply within the City of Helotes.

PASSED AND APPROVED by the City Council of the City of Helotes, Texas on the 26th day of September 2019.

APPROVED:

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

Published:
San Antonio Express News

EXHIBIT A.			
CITY OF HELOTES FEE SCHEDULE (ALL FEES NONREFUNDABLE UNLESS EXPLICITLY STATED HEREIN)			
A. ADMINISTRATIVE FEES			
a. Duplication, including incident, fire, and other misc. reports			
	*Copies and/or printouts, up to 8-1/2 x 14	\$ 0.10	pg
	*Copies and/or printouts, up to 8-1/2 x 14, color	\$ 0.25	pg
	*Personnel (Labor)	\$ 15.00	hr (after 1st hr)
	*Diskettes/CD's	\$ 1.00	ea
	*Envelopes (small)	\$ 0.50	ea
	*Envelopes (large)	\$ 1.00	ea
	*Postage	Actual Cost	ls
	*Oversize paper copy (11"x17")	\$ 0.50	pg
	*Oversize paper copy, (11"x17"), color	\$ 0.75	pg
	*VHS video cassette	\$ 2.50	ea
	*Audio cassette	\$ 1.00	ea
	*DVD	\$ 3.00	ea
Duplication charges not listed shall be charged pursuant to Texas Administrative Code Title 1, Part 3, Chapter 70, Rule 70.3.			
b. *Certification of City Record		\$ 6.00	ea
c. *Police Accident Report			
	As per Texas Transportation Code, Chapter 550, Section 550.065(d)		
d. *Certification of Police Accident Report			
	As per Texas Transportation Code, Chapter 550, Section 550.065(d)		
e. *EMS or Certification of EMS Report			
	As per Texas Administrative Code Title 22, Part 9, Chapter 165, Rule 165.2		
f. *Notary Service, acknowledgement		\$ 6.00	ea
	For Notarial Acts not listed, as per Texas Government Code, Section 406.024.		
g. NSF Check Charge		\$ 33.80	ea
h. *City Maps	As per Local Government Code, Section 41.001 (S.B. 1303)	No Charge	
i. Postage		Actual Cost	ls
j. Use of City Facilities for Meetings (during business hours)		No Charge	ls
k. Use of City Facilities for Meetings (after hours)		\$ 45.90	hr
l. Violation of Chapter 58, Article II, Division I (False Alarms)			
	Three (3) or more false alarms during the year.	\$ 50.00	ea.
	Five (5) or more false alarms during the year.	\$ 75.00	ea.
	Eight (8) or more false alarms during the year.	\$ 100.00	ea.
m. Use of City Barricades, Signs, and/or Traffic Handling Equip.		\$ 0.80	ea + hourly employee cost + 10%
* Not amended. Fees established per Statute.			
B. ANIMAL CONTROL FEES			
a. Dog, Cat, or Ferret License (Spayed/Neutered)		\$ 11.50	annual
b. Dog, Cat, or Ferret License (Spayed/Neutered)		\$ 33.80	lifetime
c. Dog, Cat, or Ferret License (Intact)		\$ 22.80	annual
d. Dog, Cat, or Ferret License (Intact)		\$ 68.30	lifetime
e. Replace Lost Tag		\$ 6.10	
f. Dangerous Animal License		\$ 56.90	annual
g. Commercial Animal Establishment		See Food Establishment	
h. Live Traps (Refundable Deposit)		\$ 54.80	ea
i. Removal of Animal from Trap, Loaned or Not Loaned, by Animal Control Officer		No Charge	ls, limited to one animal per month per resident
j. Owner Surrender (Resident Only)		\$ 88.50	per animal
k. Penalties			
1. Abandonment		\$ 62.70	ea + Court costs
2. No Rabies Vaccine		\$ 244.20	ea + Court costs
3. Not Registered (1 st Offense)		\$ 17.30	ea + Court costs
4. Not Registered (2 nd Offense)		\$ 39.90	ea + Court costs
5. Not Registered (3 rd Offense)		\$ 125.20	ea + Court costs
6. Allowed to Run Loose		\$ 33.80	ea + Court costs
7. More than Four Animals		\$ 33.80	ea + Court costs
8. Failure to Surrender for Rabies Vaccine		\$ 244.20	ea + Court costs
l. Impoundment			
1. First Impoundment		\$ 45.80	
2. Second Impoundment		\$ 74.10	
3. Third + Impoundment(s)		\$ 125.20	
m. Daily Boarding		\$ 33.00	per day
n. Rabies Vaccination		\$ 22.30	per animal
o. Quarantine / Observation and Applicable Fees		\$ 30.30	per animal / per day
p. Animal Cremation Services for Residents		\$ 26.60	per animal
C. BUILDING FEES			
a. *Building Permit Fee			

(Subcontractor fees incl., Square footage includes total living, garage, and porch areas)				
1 TO 200 SQ. FT.	\$1.96 PER SQ. FT.			
201 SQ. FT. TO 500 SQ. FT.	\$1.60 PER SQ. FT.			
501 SQ. FT. TO 1,000 SQ. FT.	\$1.23 PER SQ. FT.			
1,001 SQ. FT. TO 2,000 SQ. FT.	\$0.94 PER SQ. FT.			
2,001 SQ. FT. TO 3,000 SQ. FT.	\$0.80 PER SQ. FT.			
3,001 SQ. FT. TO 4,000 SQ. FT.	\$0.74 PER SQ. FT.			
4,001 SQ. FT. TO 5,000 SQ. FT.	\$0.71 PER SQ. FT.			
5,001 SQ. FT. & UP	\$0.64 PER SQ. FT.			
b. *Plan Review Fee				
1.	Residential Plans	35% of Building Permit Fee		
2.	Commercial Plans	65% of Building Permit Fee		
3.	All Withdrawn / Changed Plans	65% of Building Permit Fee		
c. Inspections Outside Normal Business Hours		\$ 62.70	hr	
d. Re-inspection Fee		\$ 62.70	hr	
e. Inspections for Which No Fee is Indicated		\$ 62.70	hr	
f. Additional Plan Review Due to Modifications		\$ 62.70	hr	
g. Outside Consultants		Actual Cost +10%		
h. Pool Permit		Use Building Permit Fee Schedule		
i. Electrical, Mechanical, Plumbing Permit		\$ 91.70	ea (incl. 1 inspection)	
j. Sprinkler System Permit		\$ 62.70	ea	
k. Certificate of Occupancy (C of O) Permit		\$ 125.20	ea	
l. Reissuance of Existing C of O		\$ 28.50	ea	
m. Driveway Permit		\$ 125.20	ea	
n. Street Cut Permit		\$ 278.00	ea	
o. Encroachment License		\$ 182.10	ea	
p. Tree Survey Review and Approval		\$ 182.10	ea	
q. Landscape Plan Review and Approval		\$147.80 ls + \$79.40	per hr	
r. Protected Tree Removal Permit (Diseased, Dying, Dead, or Existing Live Tree 5" Caliper or Greater) (Commercial Development Only)		\$ 79.40		
s. Tree Trimming Permit (Commercial Contr. Only)		\$ 28.50		
t. Stormwater, Detention, and Drainage				
1.	Fee In Lieu of Detention (Residential)	\$ 3,185.30	per acre	
2.	Fee In Lieu of Detention (Commercial)	\$ 3,526.70	per acre	
u. Stormwater, Detention, and Drainage (OTHSD)				
1.	Fee In Lieu of Detention (Residential)	\$ 0.30	per sq. ft. of impervious cover	
2.	Fee In Lieu of Detention (Commercial)	\$ 0.30	per sq. ft. of impervious cover	
v. Demolition Permit		\$ 182.10		
w. House Moving (Foundation Insp.)		\$ 62.70		
x. House Moving Permit		\$ 91.20		
y. Traffic Impact Analysis and Review (Level 1)		\$ 301.60		
z. Traffic Impact Analysis and Review (Level 2)		\$ 602.90		
aa. Traffic Impact Analysis and Review (Level 3)		\$ 904.30		
bb. Fence Construction Permit		\$ 85.40		
cc. Change of DBA (on Cert. of Occup.)		\$ 28.50		
dd. Change of Address (on Cert. of Occup.)		\$ 28.50		
ee. Fire Plan Review (Not Associated with New Construction)		\$ 62.70	per hr	
ff. Pedestrian Circulation Plan Review		\$ 62.70	per hr	
gg. Work Performed Without a Permit		Double Standard Permit Fee		
* Not amended.				
D. COURT FEES AND FINES				
a. Failure to appear after issuance and service of a warrant.		\$ 25.00		
b. See Exhibit "B" for Violation Code List.				
E. FIRE DEPARTMENT FEES				
a. Fire Protection Permit Fees				
1.	Automatic Fire Extinguishing System:			
	i. New Sprinkler System* -			
	1-10 Heads	\$ 142.20		
	11-25 Heads	\$ 169.60		
	26-200 Heads	\$ 227.50		
	201+ Heads	\$ 227.50	+1.00 per Additional Head	
	\$2000.00 Maximum Charge per Floor			
*In addition, if the sprinkler system is located on more than one floor, the fee will also include a charge of \$43.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.				

<i>This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.</i>			
	ii. Sprinkler Modification/Remodel with Heads** -		
	1-9 Heads	\$ 85.40	
	10-25 Heads	\$ 142.20	
	26-200 Heads	\$ 227.50	
	201+ heads	\$ 227.50	+ 1.00 per Additional Head
	\$2000.00 Maximum Charge per Floor		
**In addition, if the sprinkler system is located on more than one floor, the fee will also include a charge of \$43.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.			
<i>This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.</i>			
	iii. Sprinkler Modification without Heads:	\$ 113.70	
<i>This fee includes reviewing plans, rough-in inspections, and witnessing the 2-hour hydrostatic testing for fire sprinkler systems.</i>			
	iv. Paint Spray Booth:	\$ 284.70	
<i>This fee includes reviewing plans, witnessing the testing, and inspection of commercial paint spray booth fire suppression systems.</i>			
	v. Vent Hood Suppression System:	\$ 170.60	
<i>This fee includes reviewing plans, witnessing the testing, and inspection of commercial fire suppression systems in kitchen vent hoods and exhaust ducts.</i>			
	vi. Vent Hood Modification:	\$ 85.40	
<i>This fee includes reviewing plans, witnessing the testing, and inspection of commercial fire suppression systems in kitchen vent hoods and exhaust ducts.</i>			
	vii. Alternative Fire Protection System:	\$ 284.70	
<i>This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance / testing of alternative fire protection and fire suppression systems.</i>			
2.	Fire Alarm and Related Equipment:		
	i. New Fire Alarm System* -		
	1-10 devices	\$ 142.20	
	11-25 devices	\$ 170.60	
	26-200 devices	\$ 227.50	
	201+ devices	\$ 227.50	+ 1.00 per Additional Device
	Maximum Charge of \$2000.00 per Floor		
*In addition, if the fire alarm system is located on more than one floor, the fee will also include a charge of \$43.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.			
<i>This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.</i>			
	ii. Fire Alarm Modification** -		
	1-9 devices	\$ 85.40	
	10-25 devices	\$ 142.20	
	26-200 devices	\$ 170.60	
	201+ devices	\$ 227.50	+ 1.00 per Device
	Maximum Charge of \$2000.00 per Floor		
**In addition, if the fire alarm system is located on more than one floor, the fee will also include a charge of \$43.50 for each additional floor. Basements, underground levels, and above ceiling grade are considered floors for purposes of this fee.			
<i>This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.</i>			
	iii. Fire Alarm Panel Replacement:		
	1-20 devices	\$ 170.60	
	21-200 devices	\$ 227.50	
	201+ devices	\$ 227.50	+ 1.00 per Device
<i>This fee includes reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing.</i>			
	iv. Smoke Control Systems:	\$ 199.10	
<i>This fee includes reviewing plans and witnessing the testing of building smoke control systems required by the Building or Fire Code.</i>			
3.	Fire Pumps and Related Equipment:	\$ 227.50	
<i>This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing.</i>			
4.	Standpipes:	\$ 227.50	
<i>This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing.</i>			
5.	Underground Fire Line:	\$ 227.50	

<i>This fee includes reviewing plans and witnessing the 2-hour hydrostatic testing on underground fire protection system.</i>			
6.	Fire Hydrants:	\$ 113.70	
	Additional Hydrants:	\$ 28.50	ea
<i>This fee includes reviewing plans, rough-in inspections, and witnessing any required acceptance testing, including 2-hour hydrostatic testing on private property not inspected by San Antonio Water System.</i>			
7.	Fireworks Display (Per Event):	\$ 568.60	
<i>Helotes City Council must approve display prior to permit being issued.</i>			
8.	Underground Storage Tank:	\$ 227.50	
A permit is required for each underground storage tank used for the storage of flammable liquids, combustible liquids, or hazardous materials.			
<i>This fee includes reviewing plans, rough-in inspections, interior lining, filling with inert material, or removal of any underground storage tank and witnessing any required acceptance testing.</i>			
9.	Aboveground Storage Tank:	\$ 284.70	
A permit is required for each aboveground storage tank, regardless of capacity, used for the storage of flammable liquids, combustible liquids, or hazardous materials.			
<i>This fee includes reviewing plans, rough-in inspections, or removal of any aboveground storage tank and witnessing any required acceptance testing.</i>			
10.	Working Without a Permit:	Double Standard Permit Fee	
<i>This fee will be assessed when it is discovered by a City of Helotes code official that work is being performed without the proper permit(s).</i>			
11.	All other permits and fees not addressed by this fee schedule and where a permit is required by the current adopted Fire Code will require a permit and fee of \$55.80.		
b. Fire Department Service Fees:			
1.	Swift Water Flood Rescue	\$ 602.90	per Person
2.	Haz-Mat Response		
	i. Hourly Rate	\$ 602.90	per Hour or Fraction
	ii. Use of Absorbents	\$ 22.60	per Bag or Fraction exceeding one bag
	iii. Use of Foam / Bio.		Up to 5 Gallons, \$21.25 per Gallon Thereafter
	iv. Special Supplies	\$ 125.20	
	(e.g. absorbent pads, booms, overpack drums, etc.)	Actual Cost + 12.27%	
	v. Use of Loader / Tractor	\$ 904.30	per Hour or Fraction
	vi. Engine Standby	\$ 364.20	per Hour or Fraction
3.	Fire Watch	\$ 34.00	per Person per Hour
c. EMS Fees:			
1.	Basic Life Support (BLS) Emergency Response	\$ 641.70	
2.	Advanced Life Support 1 (ALS1) Emergency Response	\$ 725.90	
3.	Advanced Life Support 2 (ALS2) Emergency Response	\$ 901.10	
4.	Mileage Charge, Per Mile	\$ 18.80	
5.	Emergency Response Aid Only	\$ 125.20	
6.	Non-Resident Fee	\$ 125.20	
7.	Extra Attendant	\$ 94.20	
8.	Ambulance Stand By, Per Hour	\$ 313.10	
F. FLOODPLAIN FEES			
a. Floodplain Review Fee			
1.	Request for Single-lot/Single-structure CLOMA and CLOMR-F	\$ 182.10	
2.	Request for Single-lot/Single-structure LOMR-F	\$ 153.60	
3.	Request for Single-lot/Single-structure LOMR-F, Based on as-built Information (CLOMR-F Previously Issued by City)	\$ 125.20	
4.	Request for Multiple-lot/Multiple-structure CLOMA	\$ 301.60	
5.	Request for Multiple-lot/Multiple-structure CLOMR-F and LOMR-F	\$ 602.90	
6.	Request for Multiple-lot/Multiple-structure LOMR-F, Based on as-built information (CLOMR-F Previously Issued by City)	\$ 483.20	
b. CLOMRs Request Fee			
1.	New Hydrology, Bridge, Culvert, Channel, or Any Combination Request	\$ 1,206.00	
2.	Levee, Berm, or Other Structural Measure Request	\$ 1,808.90	

c.	LOMRs and PMRs Request Fee (Not Based on Structural Measures or Alluvial Fans)			
1.	Bridge, Culvert, Channel, or Any Combination Request	\$	1,206.00	
2.	Levee, Berm, or Other Structural Measure Request	\$	2,412.00	
3.	As-built Information Submitted as Follow Up to CLOMR Request	\$	1,808.90	
d.	Floodplain Development Permit Fee	\$	301.60	
e.	Elevation Certificate	\$	125.20	
G. FOOD AND BEVERAGE FEES				
a.	Food Establishment, Day Care, and Commercial Animal Establishment License			
1.	Less Than or Equal To Three Employees	\$	170.60	
2.	Greater Than Three Employees To Six Employees	\$	341.10	
3.	Greater Than Six Employees To Ten Employees	\$	568.60	
4.	Greater Than Ten Employees	\$	796.40	
b.	New Food Establishment			
c. 1.	Plan Review	\$	62.70	
2.	Pre-operations	\$	62.70	
c.	Alcoholic Beverage License			1/2 State Fee
d.	Special Event Health Permit			
1.	Per Day (Per Event)	\$	32.20	
2.	Two or More Days (Per Event)	\$	64.30	
3.	Annual	\$	107.40	
H. MISCELLANEOUS FEES				
a.	Special Event / Parade Permit (Per Event)	\$	62.70	
b.	Special Event / Parade Permit (Annual)	\$	113.70	
c.	Peddler Permit			
1.	Temporary	\$	62.70	
2.	Annual	\$	113.70	
d.	MarketPlace @ Old Town Helotes			
1.	Booth Rental	\$	42.60	
e.	Blasting Permit	\$	568.60	
f.	Annual Review of Blasting Permit	\$	568.60	
g.	Collocation of Antennae			
1.	Application Review	\$	454.80	
2.	Tower Construction Application Review	\$	454.80	
h.	Sexually Oriented Business			
1.	Administrative Procedures	\$	284.70	
I. SIGN FEES				
	(All Sign Permit Applications, Other Than Temporary Signs, Shall Pay a Non-refundable Review Fee of \$10.00 or 10% of the Sign Permit Application Fee, Whichever is Greater)			
a.	Sign Up To 10 Square Feet (SF) in Area Other than Free-standing or Monument	\$	39.90	
b.	Signs 10 to 20 SF in Area Other than Free-standing or Monument	\$	74.10	
c.	Signs 25 to 35 SF in Area Other than Free-standing or Monument	\$	107.90	
d.	Signs Larger than 35 SF in Area Other than Free-standing or Monument	\$	147.80	
e.	Free-standing or Monument Signs	\$	147.80	
f.	Private Property Traffic Control Sign Plan	\$	125.20	
g.	Temporary Signs	\$	11.50	
h.	Handheld Signs	\$	5.60	
i.	New Master Sign Program	\$	182.10	
j.	Amendment to Master Sign Program	\$	34.00	
k.	Appeal or Variance Request	\$	62.70	
J. ZONING AND SUBDIVISION FEES				
a.	Zoning			
1.	Zoning Change or Classification Addition Request	\$	384.30	
2.	Board of Adjustment Appeal	\$	384.30	
3.	Board of Adjustment, Refund (In the event of appeal to a Court, it is found that BOA had no jurisdiction on the issue brought forward to BOA.)	\$	110.00	
b.	Subdivision			
1.	Plat/Replat Filing Fees			
i.	Base Preliminary Platting Fee	\$	665.40	per plat
ii.	Base Final Platting Fee	\$	409.60	per plat
iii.	Single Family Residential Development	\$	68.30	per Lot
iv.	Non-single Family Residential Development	\$	495.00	per Acre
2.	Variance	\$	176.30	
3.	Plat Deferral	\$	454.80	
4.	Performance Agreement Time Extension	\$	295.80	
5.	Vacating Declaration	\$	335.70	
6.	Replat Involving Notification	\$	517.60	

7.	Amending Plat	\$ 591 70	
8.	Plat Withdrawal	\$ 182 10	
9.	Emergency Add-on	\$ 364 20	
10.	Mobile Home Park Plan Processing Fee	\$ 483 20	
11.	Street Name Change Application Processing	\$ 364 20	
12.	Street Name Change Installation Fee Per Sign	\$ 244 20	
13.	Plat Recording Fee Per Sheet	Actual Cost per Bexar County	
14.	Processing Fee	\$ 125 20	
15.	Plan Review Fee	\$ 449 40	
16.	Minor Plat (in any Zoning District)	Actual Cost + 10%	
K. IMPOUND FEES AND TOWING SERVICE RATES			
Description			
Fees:			
	Impound Fee	\$ 222 40	
	Daily Fee (after 24 hours)	\$ 22 10	
	Certified Administrative Fees	\$ 27 90	
	Rate charge for towing vehicles up to and including 25 feet in length (light duty) within City	\$120.00 flat rate.	
	Rate charge for towing vehicles greater than 25 feet in length (medium duty) within City	\$205.00 flat rate.	
	Rate charge for heavy duty towing (large commercial trailers, tractors, etc.) within City	\$400.00 per hour. 2 hour minimum.	
	Rate charge for towing municipal vehicles. City vehicles must be transported by flat bed or wheel lift. Sling-type lifts may not be used to transport City vehicles.	\$0.00 flat rate.	
	Rate charge for repairing / replacing flat tires on municipal vehicles.	\$0.00 flat rate.	
	Per mile charge for towing vehicles located outside the City and its ETJ, up to the City's ETJ limits. Above rate charges apply thereafter.	\$3.00 per mile. Light duty. \$3.50 per mile. Medium duty.	
	Rate charge for towing recreational vehicles, such as motorcycles, within City.	\$120.00 flat rate.	
	Rate charge for towing vehicles on a tilt bed.	\$120.00 flat rate.	
	Rate charge for off-road and / or winch-out recovery	\$100.00 per hour. Light duty. \$150.00 per hour. Medium duty. \$400.00 per hour. Heavy duty.	
	Rate charge to disconnect and reconnect drive shaft.	\$30.00 flat rate. Light duty. \$35.00 flat rate. Medium / Heavy duty.	
	Rate charge to upright vehicles	\$100.00 per hour. Light duty. \$150.00 per hour. Medium duty. \$400.00 per hour. Heavy duty.	
	Tandem axle diesel tractor, including driver.	\$150.00 per hour.	
	Heavy duty supervisor.	\$400.00 per hour.	
	Landoll trailer or flat bed service	\$120.00 per hour.	
	53' or 48' tandem axle enclosed dry box trailer or refrigerated trailer, including cleanout charge	\$180.00 per day.	
	Air cushion.	\$280.00 per hour.	
	Tanker air bag	\$280.00 per hour.	
	Emergency response box trailer.	\$210.00 per hour.	
	16' to 20' flat bed trailer	\$95.00 per hour.	
	Emergency response fuel recovery trailer.	\$210.00 per hour.	
	Skid loader.	\$210.00 per hour.	
	Skid loader with broom attachment	\$320.00 per hour.	
	Roll-off box.	\$85.00 per hour.	
	Vacuum truck (80 to 167 barrels)	\$210.00 per hour.	
	Dump truck (12 to 40 yards)	\$320.00 per hour.	
	Backhoe; Extend-a-hoe	\$260.00 per hour.	
	Backhoe; 4-wheel drive extend-a-hoe.	\$320.00 per hour.	
	Backhoe	\$180.00 per hour.	
	Equipment mobilization and demobilization for skid loader, skid loader with broom attachment, roll-off box, vacuum truck, dump truck, backhoe, extend-a-hoe, and 4-wheel drive extend-a-hoe	\$120.00 per item.	

Torches.		\$80.00 per initial half hour. \$40.00 per ¼ hour thereafter.	
Auxiliary lighting and power plants.		\$97.50 per initial half hour. \$50.75 per ¼ hour thereafter.	
Saws, all varieties.		\$75.00 per initial half hour. \$35.00 per ¼ hour thereafter.	
Lumper fees.		\$35.00 per hour per person.	
Dollie fees.		\$30.00 flat rate.	
All other special equipment.		5% mark-up above actual cost.	
Reimbursement to City:			
Reimbursement, paid monthly, to City of Helotes for City-dispatched light-, medium-, heavy-, and / or recreational vehicle tow.		\$35.00 per vehicle.	

**MUNICIPAL COURT VIOLATION CODES
2019-2020**

Updated 9-1-2019

VIOLATION CODE	VIOLATION DESCRIPTION	FINE	LEA*	COURT COSTS	TOTAL AMOUNT
Sec 14-91	Abatement Of Conditions	\$500.00	\$5.00	\$61.00	\$566.00
7012	Abuse Of Official Capacity	\$500.00	\$5.00	\$61.00	\$566.00
Sec 38-22	Additional Fire Regulations	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 98-6	Alcoholic Bevarage Sales	\$500.00	\$5.00	\$61.00	\$566.00
Sec 42-31	Allowable Development In Flood Plain	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 14-5	Animal Exhibitions	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-24	Animal Waste	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-51	Animals - Number Allowed	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-21	Animals At Large - Restraint	\$500.00	\$5.00	\$61.00	\$566.00
3501	Articles Interfered W/handling Of Bicycle	\$150.00	\$5.00	\$114.00	\$269.00
7002	Assault - Contact Family Violence	\$500.00	\$5.00	\$61.00	\$566.00
7001	Assault- Contact	\$500.00	\$5.00	\$61.00	\$566.00
3801	Attempt To Purchase Alcohol - Minor	\$500.00	\$5.00	\$61.00	\$566.00
Sec 86-15	Avoiding Traffic Control Device/ U-turn	\$199.90	\$5.00	\$114.10	\$319.00
Sec 54-8	B. R. C. Plan	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 66-44	Banners, Temp Signs & Site Development Signs	\$500.00	\$5.00	\$61.00	\$566.00
3506	Bicycle Rider Violating Duty Under Rules Of The Road	\$150.00	\$5.00	\$114.00	\$269.00
Sec 54-5	Blasting	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3215	Brakes Not On All Wheels When Required	\$195.00	\$5.00	\$114.00	\$314.00
Sec 98-461	Building Permit	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 18-2	Building Permits	\$500.00	\$5.00	\$61.00	\$566.00
Sec 54-7	Burning Of Hazardous Waste Prohibited	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3313	Careless Driving- Fail To Use Due Care For Pedestrian/ Excercise Caution	\$150.90	\$5.00	\$114.10	\$270.00
Sec 98-192	Change Of Non- Conforming Use	\$500.00	\$5.00	\$61.00	\$566.00
3009	Changed Lane When Unsafe	\$150.90	\$5.00	\$114.10	\$270.00
3179	Clearance Lamps Improperly Mounted	\$150.00	\$5.00	\$114.00	\$269.00
3189	Clearance Lights Not Visible Sufficient Distance	\$150.00	\$5.00	\$114.00	\$269.00
3502	Clung To Vehicle- Bicycle/ Coaster/ Sled/ Toy Veh/ Roller Skates	\$150.00	\$5.00	\$114.00	\$269.00
Sec 14-81	Commercial Animal Establishment Permit	\$500.00	\$5.00	\$61.00	\$566.00
Sec 34-21	Commercial Weed And Rubbish Control	\$500.00	\$5.00	\$61.00	\$566.00
Sec 78-2	Construction Or Use Of Private Road On Unplatted Land	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 34-79	Construction Pollution In Ms4	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3803	Consumption Of Alcohol - Minor	\$500.00	\$5.00	\$61.00	\$566.00
7005	Contempt Of Court- Juvenile	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-212	Continuation Of Non- Conforming Structure	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-191	Continuation Of Non- Conforming Use	\$500.00	\$5.00	\$61.00	\$566.00
Sec 54-6	Control Of Adverse Effects - Blasting	\$2,000.00	\$5.00	\$61.00	\$2,066.00
7003	Criminal Mischief<\$100.00	\$500.00	\$5.00	\$61.00	\$566.00
Sec 58-32	Curfew- Minors	\$500.00	\$5.00	\$61.00	\$566.00
3081	Cut Across Parking Lot/driveway Without Stopping	\$150.90	\$5.00	\$114.10	\$270.00
3013	Cut Corner Left Turn- Fail To Make Lawful Left Turn From Turn Lane	\$150.90	\$5.00	\$114.10	\$270.00
3092	Cut In After Passing	\$150.90	\$5.00	\$114.10	\$270.00
Sec 14-59	Dangerous Dogs	\$500.00	\$5.00	\$61.00	\$566.00
3655	Dealer Or Manufacturer License Plate Violation	\$195.00	\$5.00	\$61.00	\$261.00
Sec 34-78	Declaration Of Nuisance- Stormwater / Construction	\$2,000.00	\$5.00	\$61.00	\$2,066.00

**MUNICIPAL COURT VIOLATION CODES
2019-2020**

Updated 9-1-2019

3170	Defective Brake Lights- Less Than Two, Or Defective Stoplamp	\$150.00	\$5.00	\$114.00	\$269.00
3162	Defective Headlamp(s)	\$150.00	\$5.00	\$114.00	\$269.00
3174	Defective Parking Lamp(s)	\$150.00	\$5.00	\$114.00	\$269.00
3234	Defective Safety Glazing Material- Doors, Windows, Windshields	\$195.00	\$5.00	\$114.00	\$314.00
3167	Defective Tail Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3172	Defective Turn Signal Lamp(s)	\$150.00	\$5.00	\$114.00	\$269.00
3233	Defective Windshield Wiper	\$150.00	\$5.00	\$114.00	\$269.00
3213	Defective/no Brakes On Vehicle, Trailer, Semitrailer, Or Pole Trailer	\$195.00	\$5.00	\$114.00	\$314.00
Sec 34-54	Design Standards	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 58-1	Discharge Of Firearms	\$500.00	\$5.00	\$61.00	\$566.00
6003	Disorderly Conduct- Display Firearm In Public	\$500.00	\$5.00	\$61.00	\$566.00
6001	Disorderly Conduct- Fighting	\$500.00	\$5.00	\$61.00	\$566.00
6000	Disorderly Conduct- Language	\$500.00	\$5.00	\$61.00	\$566.00
6004	Disorderly Conduct- Noise / Public	\$500.00	\$5.00	\$61.00	\$566.00
6002	Disorderly Conduct- Offensive Gesture / Display	\$500.00	\$5.00	\$61.00	\$566.00
3276	Display Red Light On Front Of Vehicle	\$150.00	\$5.00	\$114.00	\$269.00
3658	Display Unclean/ Obscured License Plates	\$150.00	\$5.00	\$61.00	\$216.00
3657	Display Wrong Registration Insignia/ License Plate	\$150.00	\$5.00	\$61.00	\$216.00
3067	Disregard Flashing Red Signal	\$150.90	\$5.00	\$114.10	\$270.00
3008	Disregard Flashing Yellow Signal- Fail To Proceed With Caution	\$150.90	\$5.00	\$114.10	\$270.00
3069	Disregard Lane Control Signal	\$150.90	\$5.00	\$114.10	\$270.00
3121	Disregard Police Officer Or School Crossing Guard	\$199.90	\$5.00	\$139.10	\$344.00
3006	Disregard Stop Sign	\$150.90	\$5.00	\$114.10	\$270.00
3059	Disregard Traffic Control Device- Fail To Obey Traffic Control Device	\$105.90	\$5.00	\$114.10	\$225.00
3078	Disregard Turn Marks	\$150.90	\$5.00	\$114.10	\$270.00
3065	Disregard Warning Sign- Construction Zone	\$150.90	\$5.00	\$114.10	\$270.00
3342	Disregard Warnings Signs Or Barricades- Water Not On Roadway	\$150.90	\$5.00	\$61.10	\$217.00
3071	Disregarding No Lane Change Sign	\$150.90	\$5.00	\$114.10	\$270.00
3284	Double Parked	\$150.00	\$5.00	\$60.00	\$215.00
Sec 34-53	Drainage Facilities	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3590	Drive Into Block Where Fire Engine/ Ambulance Stopped	\$199.90	\$5.00	\$114.10	\$319.00
3341	Driving Around Barricade- Water Not On Roadway	\$150.90	\$5.00	\$61.10	\$217.00
3088	Driving On Wrong Side Of Divided Highway	\$199.90	\$5.00	\$114.10	\$319.00
3066	Driving Through Safety Zone	\$150.90	\$5.00	\$114.10	\$270.00
3806	Driving Under The Influence Of Alcohol- D.u.i- Minor	\$499.90	\$5.00	\$61.10	\$566.00
3101	Driving While License Invalid, Revoked, Or Suspended	\$350.90	\$5.00	\$61.10	\$417.00
3016	Driving Wrong Way On One Way Road	\$150.90	\$5.00	\$114.10	\$270.00
3089	Drove Center Lane- Not Passing, Left Turn Or When Designated For Traffic	\$150.90	\$5.00	\$114.10	\$270.00
3305	Drove Commercial Motor Vehicle Without Proper Endorsement	\$350.90	\$5.00	\$61.10	\$417.00
3318	Drove On Improved Shoulder	\$150.90	\$5.00	\$114.10	\$270.00
3091	Drove On Left Side Of Road In No Passing Zone	\$150.90	\$5.00	\$114.10	\$270.00
3315	Drove On Sidewalk	\$150.90	\$5.00	\$114.10	\$270.00
3015	Drove On Wrong Side Of Road	\$150.90	\$5.00	\$114.10	\$270.00

**MUNICIPAL COURT VIOLATION CODES
2019-2020**

Updated 9-1-2019

3087	Drove To Left Around Rotary Traffic Island	\$150.90	\$5.00	\$114.10	\$270.00
3198	Drove Without Lights When Required	\$150.90	\$5.00	\$114.10	\$270.00
3090	Drove Wrong Way In Designated Lane For Movement In Other Direction	\$150.90	\$5.00	\$114.10	\$270.00
Sec 70-21	Dumping Prohibited - Developed Area	\$4,000.00	\$5.00	\$61.00	\$4,066.00
Sec 70-22	Dumping Prohibited- Other Areas	\$200.00	\$5.00	\$61.00	\$266.00
3745	Duty Status Not Current	\$195.00	\$5.00	\$61.00	\$261.00
Sec 30-2	Electioneering	\$500.00	\$5.00	\$61.00	\$566.00
Sec 22-18	Emergency Management Offense	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 74-35	Encroachment Violation	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3260	Expired Commercial Driver's License	\$350.00	\$5.00	\$61.00	\$416.00
3259	Expired Drivers License	\$150.00	\$5.00	\$61.00	\$216.00
Sec 14-82	Facility Standards	\$500.00	\$5.00	\$61.00	\$566.00
3068	Fail Stop Proper Place- Flashing Red Signal	\$150.90	\$5.00	\$114.10	\$270.00
3264	Fail To Change Address On Driver's License Or I. D. Card	\$150.00	\$5.00	\$61.00	\$216.00
3272	Fail To Comply Upon Striking An Unattended Vehicle- Damage Under \$200.00	\$350.00	\$5.00	\$114.00	\$469.00
7016	Fail To Comply With Inspection Requirements To Register Vehicle	\$300.00	\$5.00	\$61.00	\$366.00
3273	Fail To Comply With Requirements On Striking Fixture/ Structure On Hwy	\$350.00	\$5.00	\$114.00	\$469.00
3050	Fail To Control Speed	\$150.90	\$5.00	\$114.10	\$270.00
3629	Fail To Cover Load/ Transport Loose Material	\$350.00	\$5.00	\$61.00	\$416.00
3156	Fail To Dim Headlights - Following	\$150.90	\$5.00	\$114.10	\$270.00
3155	Fail To Dim Headlights - When Meeting	\$150.90	\$5.00	\$114.10	\$270.00
3263	Fail To Display DI Upon Request- Drove Without License In Possession	\$150.00	\$5.00	\$61.00	\$216.00
3660	Fail To Display License Receipt- Commercial Motor Vehicle	\$195.00	\$5.00	\$61.00	\$261.00
3667	Fail To Display Two License Plates- No Rear Or Front Plate	\$150.00	\$5.00	\$61.00	\$216.00
3070	Fail To Drive In Single Lane	\$150.90	\$5.00	\$114.10	\$270.00
3085	Fail To Give Half Of Roadway- When Passing A Met Vehicle	\$150.90	\$5.00	\$114.10	\$270.00
3019	Fail To Obey No Passing Zone Sign Or Markings	\$150.90	\$5.00	\$114.10	\$270.00
3086	Fail To Pass To Right- Failure To Pass A Met Vehicle To Right	\$150.90	\$5.00	\$114.10	\$270.00
3045	Fail To Provide Info./ Render Aid- Accident- Result In Damage To Vehicle	\$199.90	\$5.00	\$114.10	\$319.00
3376	Fail To Remove Glass Or Debris On Highway- Upon Removing Wrecked Vehicle	\$199.00	\$5.00	\$114.00	\$318.00
3084	Fail To Signal Lane Change	\$150.90	\$5.00	\$114.10	\$270.00
3096	Fail To Signal Turn	\$150.90	\$5.00	\$114.10	\$270.00
3319	Fail To Stop And Render Aid - Leaving Scene Of Accident	\$199.90	\$5.00	\$114.10	\$319.00
3064	Fail To Stop At Proper Place- Not At Intersection	\$150.90	\$5.00	\$114.10	\$270.00
3060	Fail To Stop At Proper Place- Stop Sign	\$150.90	\$5.00	\$114.10	\$270.00
3063	Fail To Stop At Proper Place- Traffic Light	\$150.90	\$5.00	\$114.10	\$270.00
3054	Fail To Yield At Open Intersection- Fail To Yield Right Of Way	\$150.90	\$5.00	\$114.10	\$270.00
3061	Fail To Yield At Proper Place- Yield Sign	\$150.90	\$5.00	\$114.10	\$270.00

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3052	Fail To Yield At Stop Intersection- Fail To Stop And Yield Right Of Way	\$150.90	\$5.00	\$114.10	\$270.00
3053	Fail To Yield At Yield Intersection- Fail To Yield And Yield Right Of Way	\$150.90	\$5.00	\$114.10	\$270.00
3005	Fail To Yield Right Of Way At Intersection	\$150.90	\$5.00	\$114.10	\$270.00
3056	Fail To Yield Right Of Way Entering From Driveway/ Private Road	\$150.90	\$5.00	\$114.10	\$270.00
3057	Fail To Yield Right Of Way To Emergency Vehicle	\$199.90	\$5.00	\$114.10	\$319.00
3116	Fail To Yield Right Of Way To Pedestrian In Crosswalk	\$199.90	\$5.00	\$114.10	\$319.00
3055	Fail To Yield Right Of Way Turning Left At Intersection	\$150.90	\$5.00	\$114.10	\$270.00
3287	Fail To Yield Right Of Way-turning Right On Red	\$150.90	\$5.00	\$114.10	\$270.00
3058	Fail To Yield Row On Green Signal	\$150.90	\$5.00	\$114.10	\$270.00
3124	Failed To Give Way When Overtaken	\$150.90	\$5.00	\$114.10	\$270.00
3503	Failed To Keep Bicycle On Right Side Of Roadway	\$150.00	\$5.00	\$114.00	\$269.00
3507	Failed To Keep Bicycle On Right Side Of Roadway While Passing/ Turning Left	\$150.00	\$5.00	\$114.00	\$269.00
3302	Failed To Report Change Of Address Or Name- C.d.I.	\$150.00	\$5.00	\$61.00	\$216.00
3097	Failed To Signal Distance Before Turn (100 Ft Continuously)	\$150.90	\$5.00	\$114.10	\$270.00
3098	Failed To Signal For Stop	\$150.90	\$5.00	\$114.10	\$270.00
3117	Failed To Use Due Care For Pedestrian	\$199.90	\$5.00	\$114.10	\$319.00
3154	Failed To Use Proper Headlight Beam	\$150.90	\$5.00	\$114.10	\$270.00
3118	Failed To Yield Row For Blind/ Incapacitated Person	\$150.90	\$5.00	\$114.10	\$270.00
3082	Failed To Yield Row On Left At Obstruction	\$150.90	\$5.00	\$114.10	\$270.00
3114	Failed To Yield Row To Pedestrian At Signal Intersection	\$150.90	\$5.00	\$114.10	\$270.00
3115	Failed To Yield Row To Pedestrian On Sidewalk	\$199.90	\$5.00	\$114.10	\$319.00
3288	Failed To Yield When Changing Lanes	\$150.90	\$5.00	\$114.10	\$270.00
3337	Failure To Appear	\$500.00	\$5.00	\$61.00	\$566.00
3676	Failure To Complete Transfer Documents For Vehicle-Seller Transfers	\$195.00	\$5.00	\$61.00	\$261.00
3338	Failure To Identify Self Upon Arrest	\$350.00	\$5.00	\$61.00	\$416.00
Sec 58-12	False Alarms	\$500.00	\$5.00	\$61.00	\$566.00
7011	False Statement To Obtain Service Or Credit <\$100 Value Of Property/ Credit	\$500.00	\$5.00	\$61.00	\$566.00
Sec 38-53	Fireworks Permit	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 38-51	Fireworks- Sale/ Possess/ Discharge/ Transport	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 42-8	Flood Hazard Compliance	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3591	Following A Fire Engine/ Ambulance Too Closely	\$199.90	\$5.00	\$114.10	\$319.00
3017	Following Too Closely	\$150.90	\$5.00	\$114.10	\$270.00
Sec 46-13	Food Permit	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 70-3	Garbage/ Solid Waste Prohibited Acts	\$4,000.00	\$5.00	\$61.00	\$4,066.00
Sec 18-1-7 A	General Building Regulation Code	\$500.00	\$5.00	\$61.00	\$566.00
Sec 42-41	General Flood Hazard Standards	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 18-1-7 B	General Zoning, Fire Safety, Public Health, Dumping Refuse	\$4,000.00	\$5.00	\$61.00	\$4,066.00
3381	Graffiti < \$100 Damage	\$500.00	\$5.00	\$61.00	\$566.00
Sec 34-64	H. H. W. Into Ms4	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 82-4	Hotel Occupancy Tax	\$500.00	\$5.00	\$61.00	\$566.00
Sec 18-53	Hours Of Construction Activity	\$2,000.00	\$5.00	\$61.00	\$2,066.00

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Sec 86-41	House Moving Permit Required	\$500.00	\$5.00	\$61.00	\$566.00
3190	Id Lamp Not Visible Sufficient Distance	\$150.00	\$5.00	\$114.00	\$269.00
3020	Illegal Pass On Right- Pass Vehicle On Right When Not Authorized/ Safe	\$150.90	\$5.00	\$114.10	\$270.00
3003	Impeding Traffic - Driving Too Slow	\$150.90	\$5.00	\$114.10	\$270.00
3277	Improper Flashing Lights	\$150.00	\$5.00	\$114.00	\$269.00
3022	Improper Passing- Passing Vehicle To The Right Leaving Main Roadway	\$150.90	\$5.00	\$114.10	\$270.00
3099	Improper Turn Or Stop Hand Signal	\$150.90	\$5.00	\$114.10	\$270.00
3014	Improper Turn- Turning When Unsafe On Roadway	\$150.90	\$5.00	\$114.10	\$270.00
3152	Improper Use Of Auxiliary Driving Lamps	\$150.90	\$5.00	\$114.10	\$270.00
3150	Improper Use Of Auxiliary Passing Lamps	\$150.90	\$5.00	\$114.10	\$270.00
3175	Improper Use Of Back-up Lamp	\$150.00	\$5.00	\$114.00	\$269.00
3211	Improper Use Of Fog Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3225	Improper Use Of Horn	\$150.00	\$5.00	\$114.00	\$269.00
3209	Improper Use Of Spot Lamps	\$150.90	\$5.00	\$114.10	\$270.00
3165	Improperly Directed Lamp	\$150.00	\$5.00	\$114.00	\$269.00
3622	Improperly Secured Tailgate	\$199.00	\$5.00	\$61.00	\$265.00
3623	Inadequate Or Defective Bed	\$350.00	\$5.00	\$61.00	\$416.00
3221	Inadequate Reservoir Safeguard	\$195.00	\$5.00	\$114.00	\$314.00
3624	Inadequate Sideboards	\$350.00	\$5.00	\$61.00	\$416.00
3125	Increase Speed Being Overtaken	\$150.90	\$5.00	\$114.10	\$270.00
Sec 18-12	International Building Code	\$500.00	\$5.00	\$61.00	\$566.00
Sec 18-14	International Electric Code	\$500.00	\$5.00	\$61.00	\$566.00
Sec 38-21	International Fire Code	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 18-15	International Plumbing Code	\$500.00	\$5.00	\$61.00	\$566.00
Sec 18-13	International Property Maint Code	\$500.00	\$5.00	\$61.00	\$566.00
Sec 18-11	International Residential Code	\$500.00	\$5.00	\$61.00	\$566.00
7009	Issuance Of Bad Check- No Limit, Unless For Child Support	\$500.00	\$5.00	\$61.00	\$566.00
3519	Jaywalking	\$150.00	\$5.00	\$60.00	\$215.00
Sec 34-3	Junked Vehicles	\$200.00	\$5.00	\$61.00	\$266.00
3062	Lack Of Caution On Green Arrow Signal	\$150.90	\$5.00	\$114.10	\$270.00
Sec 94-22	Landscaping Requirements	\$500.00	\$5.00	\$61.00	\$566.00
3358	Leave Refuse On Highway	\$195.00	\$5.00	\$114.00	\$314.00
7006	Leaving Child Unattended In Vehicle	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-53	License Mandatory	\$500.00	\$5.00	\$61.00	\$566.00
3656	License Plate- Expired	\$150.00	\$5.00	\$61.00	\$216.00
Sec 34-43	Lighting Prohibitions	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 34-42	Lighting Requirements	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3999	Littering-under 5 Pounds/gallons Or Less	\$500.00	\$5.00	\$61.00	\$566.00
3625	Loose Material Not Removed- Loaded Vehicle	\$350.00	\$5.00	\$61.00	\$416.00
3079	Making U-turn On Curve Or Crest Of Hill	\$150.90	\$5.00	\$114.10	\$270.00
Sec 38-52	Manufacture Or Storage For Fireworks	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3202	Minor (under 18) Violate Restricted Operating Hours	\$150.90	\$5.00	\$114.10	\$270.00
5000	Minor In Possession - Tobacco	\$350.00	\$5.00	\$61.00	\$416.00
3800	Minor In Possession Of Alcohol	\$500.00	\$5.00	\$61.00	\$566.00
3201	Minor Operate Vehicle With More Than One Passenger	\$150.90	\$5.00	\$114.10	\$270.00
3804	Misrepresentation Of Age - Minor	\$500.00	\$5.00	\$61.00	\$566.00
3157	More Than 4 Driving Lamps Lighted	\$150.00	\$5.00	\$114.00	\$269.00
3505	No / Defective Light On Front Or Red Reflector On Bicycle At Night	\$150.00	\$5.00	\$114.00	\$269.00

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3177	No Clearance Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3301	No Commercial Driver License- C.d.I	\$150.90	\$5.00	\$114.10	\$270.00
3103	No Driver's License/ New State Resident For More Than 90 Days	\$150.90	\$5.00	\$61.10	\$217.00
3251	No Front Seatbelts When Required- Installed/ Equipped	\$150.00	\$5.00	\$114.00	\$269.00
3161	No Head Lamps- When Not Equipped	\$150.00	\$5.00	\$114.00	\$269.00
3120	No Helmet On Motorcycle- Passenger	\$50.00	\$5.00	\$61.00	\$116.00
3207	No Helmet/ Headgear While Operating Motorcycle- Driver	\$50.00	\$5.00	\$61.00	\$116.00
3049	No Liability Insurance	\$300.00	\$5.00	\$61.00	\$366.00
3025	No Liability Insurance- Subsequent Offense	\$350.00	\$5.00	\$61.00	\$416.00
3274	No License Plate Light Vehicle/ Motorcycle	\$150.00	\$5.00	\$114.00	\$269.00
3112	No Motorcycle License	\$150.90	\$5.00	\$61.10	\$217.00
3278	No Or Defective Fire Extinguisher On School Bus Or Vehicle For Hire	\$195.00	\$5.00	\$114.00	\$314.00
3222	No Or Improper Brake Warning Devices- Bus, Truck, Truck/ Tractor	\$195.00	\$5.00	\$114.00	\$314.00
3214	No Or Inadequate Parking Brakes	\$195.00	\$5.00	\$114.00	\$314.00
3224	No Or Too Few Lamps/reflectors On Towed Unit- Daytime	\$150.00	\$5.00	\$114.00	\$269.00
3173	No Parking Lamp(s)	\$150.00	\$5.00	\$114.00	\$269.00
Sec 86-32	No Parking Signs	\$200.00	\$5.00	\$61.00	\$266.00
Sec 86-34	No Parking Zones	\$200.00	\$5.00	\$61.00	\$266.00
3230	No Rearview Mirror	\$150.00	\$5.00	\$114.00	\$269.00
3176	No Red Reflectors/ Improperly Mounted Reflectors	\$195.00	\$5.00	\$114.00	\$314.00
3031	No Safety Seat- Unrestrained Child Under Age 8	\$225.90	\$5.00	\$114.10	\$345.00
3033	No Seat Belt Passenger (15 Years Or Older)	\$50.00	\$5.00	\$114.00	\$169.00
3032	No Seat Belt- Driver	\$50.00	\$5.00	\$114.00	\$169.00
3034	No Seatbelt- Passenger Van- Child Unsecured By Safety Belt Age 8-16 Years	\$200.00	\$5.00	\$114.00	\$319.00
3169	No Stop Lamp(s)- No, Less Than Two Or Improper	\$150.00	\$5.00	\$114.00	\$269.00
3303	No T.x. C.d.I- Domiciled Over 30 Days	\$150.00	\$5.00	\$61.00	\$216.00
3166	No Tail Lamps- None, Less Than Two, Improper	\$150.00	\$5.00	\$114.00	\$269.00
3171	No Turn Lamps When Required- Improper Turn Signal Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3197	No White Flag On Tow Chain Or Cable	\$150.00	\$5.00	\$114.00	\$269.00
3232	No Windshield Wiper(s)	\$150.00	\$5.00	\$114.00	\$269.00
3227	No, Defective, Or Improper Muffler	\$150.00	\$5.00	\$114.00	\$269.00
3238	No, Improper, Or Improperly Mounted Safety Guards/flaps- Mud Flaps	\$150.00	\$5.00	\$114.00	\$269.00
3602	No, Less Than Required Or Defective Lamp Or Reflector Farm Tractor/equip.	\$150.00	\$5.00	\$114.00	\$269.00
3604	No, Less Than, Or Defective Hazard Lamps On Farm Tractor/equip.	\$150.00	\$5.00	\$114.00	\$269.00
Sec 14-22	Number Of Animals Allowed	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-72 (G)	O. T. H. S. D. Sign Regulations	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-72 (c)	O. T. H. S. D. Use Regulations	\$500.00	\$5.00	\$61.00	\$566.00
3378	Obscured/ Interfere Traffic Control Device	\$150.00	\$5.00	\$114.00	\$269.00
3231	Obstructed View Windshield/window- Operate Vehicle With Obstructed View	\$150.90	\$5.00	\$114.10	\$270.00
3320	Obstructing Traffic	\$150.90	\$5.00	\$114.10	\$270.00
Sec 38-42	Open Burning Prohibition	\$2,000.00	\$5.00	\$61.00	\$2,066.00

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3323	Open Container - Passenger	\$500.00	\$5.00	\$61.00	\$566.00
3309	Open Container- Driver	\$499.90	\$5.00	\$61.10	\$566.00
3321	Open Door In Lane Of Moving Traffic- Driver	\$150.00	\$5.00	\$114.00	\$269.00
3366	Open Door In Lane Of Traffic- Passenger	\$150.00	\$5.00	\$114.00	\$269.00
3504	Operate Bicycle Without Or With Defective Brake	\$150.00	\$5.00	\$114.00	\$269.00
3668	Operate Motor Vehicle W/out Registration Insignia	\$150.00	\$5.00	\$61.00	\$216.00
3038	Operate Vehicle With Child In Open Bed- Under Age 18	\$199.90	\$5.00	\$114.10	\$319.00
3669	Operate With License For Other Class Vehicle	\$150.00	\$5.00	\$61.00	\$216.00
3359	Operating Vehicle In An Unlawful Manner- Owner Permit Hazardous Violation	\$199.90	\$5.00	\$61.10	\$266.00
3322	Operating Vehicle Where Prohibited	\$150.90	\$5.00	\$114.10	\$270.00
Sec 86-24	Operation Of Golf Carts	\$200.00	\$5.00	\$61.00	\$266.00
Sec 86-124	Operation Of Motor Assisted Scooters On Street/highway	\$200.00	\$5.00	\$61.00	\$266.00
3703	Over 20,000 Single Axle	\$350.00	\$5.00	\$61.00	\$416.00
3706	Over 34,000 Lbs. Tandem Axle	\$350.00	\$5.00	\$61.00	\$416.00
3722	Over Allowable Gross Weight	\$195.00	\$5.00	\$61.00	\$261.00
3702	Over Gross Weight	\$475.00	\$5.00	\$61.00	\$541.00
3280	Over Height Vehicle	\$200.00	\$5.00	\$61.00	\$266.00
3704	Over Tire Size Limitation	\$195.00	\$5.00	\$61.00	\$261.00
3715	Over Weight Group Of Axles	\$195.00	\$5.00	\$61.00	\$261.00
3279	Over Width Vehicle Other Than Passenger Car- Over 102 Inches/over 8 Feet	\$200.00	\$5.00	\$61.00	\$266.00
Sec 86-35	Oversized Vehicle	\$200.00	\$5.00	\$61.00	\$266.00
3701	Overweight Group Of Axles	\$350.00	\$5.00	\$61.00	\$416.00
3566	Park Without Locking Ignition/ Remove Key	\$150.00	\$5.00	\$60.00	\$215.00
3552	Park/ Stand In Front Of Public/ Private Driveway	\$150.00	\$5.00	\$60.00	\$215.00
3556	Park/ Stop/ Stand On A Sidewalk	\$150.00	\$5.00	\$60.00	\$215.00
3570	Park/stand W/in 20 Ft Crosswalk At Intersection	\$150.00	\$5.00	\$60.00	\$215.00
3571	Park/stand W/in 20 Ft Fire Station Driveway	\$150.00	\$5.00	\$60.00	\$215.00
3572	Park/stand W/in 30 Ft Of Traffic Control Device	\$150.00	\$5.00	\$60.00	\$215.00
3256	Parked And Failed To Set Brakes	\$150.00	\$5.00	\$60.00	\$215.00
3561	Parked Facing Traffic	\$150.00	\$5.00	\$60.00	\$215.00
3253	Parked On Crosswalk	\$150.00	\$5.00	\$60.00	\$215.00
3255	Parked On Grade - Failed To Turn Wheels	\$150.00	\$5.00	\$60.00	\$215.00
3199	Parked On Roadway Or Shoulder Without Lights	\$150.00	\$5.00	\$60.00	\$215.00
3254	Parked Upon A Bridge	\$150.00	\$5.00	\$60.00	\$215.00
3564	Parked Wheels Over 18" From Curb/ Road Edge	\$150.00	\$5.00	\$60.00	\$215.00
3208	Parked With Head Lamps Not Dimmed	\$150.00	\$5.00	\$60.00	\$215.00
3257	Parked Without Stopping Engine	\$150.00	\$5.00	\$60.00	\$215.00
3026	Parked/stopping/standing On Roadway- Outside Business/ Residential Dist.	\$150.00	\$5.00	\$60.00	\$215.00
Sec 98-105	Parking Area Maintenance	\$500.00	\$5.00	\$61.00	\$566.00
3553	Parking In Prohibited Area	\$150.00	\$5.00	\$60.00	\$215.00
3558	Parking In Prohibited Area At An Angle Or Unauthorized	\$150.00	\$5.00	\$60.00	\$215.00
3568	Parking Unlawfully- Unauthorized Area Or Too Far Away From Curb	\$150.00	\$5.00	\$60.00	\$215.00
3569	Parking Within 15 Feet Of A Fire Hydrant	\$200.00	\$5.00	\$60.00	\$265.00
Sec 86-31	Parking- Prohibited Generally	\$500.00	\$5.00	\$61.00	\$566.00
3204	Passed Stationary Emergency Vehicle- Vacate Lane/ 20 Mph Below Speed Limit	\$199.90	\$5.00	\$114.10	\$319.00

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3093	Passed Vehicle Stopped For Pedestrian	\$150.90	\$5.00	\$114.10	\$270.00
3160	Passengers/load Obstruct Driver's View Or Control	\$150.90	\$5.00	\$114.10	\$270.00
3021	Passing School Bus- Fail To Stop And Remain Stopped	\$750.90	\$5.00	\$139.10	\$895.00
3018	Passing To Left Of Vehicle Driving Same Direction- Insufficient Clearance	\$150.90	\$5.00	\$114.10	\$270.00
3517	Ped Cross Between Intersec- Where Prohibited	\$150.00	\$5.00	\$60.00	\$215.00
Sec 62-1	Peddlers License Required	\$500.00	\$5.00	\$61.00	\$566.00
3518	Pedestrian Disobeyed Police Officer	\$200.00	\$5.00	\$60.00	\$265.00
3582	Pedestrian Disregard Pedestrian Control Device	\$150.00	\$5.00	\$60.00	\$215.00
3583	Pedestrian Disregarded Red Signal - Regular Light	\$150.00	\$5.00	\$60.00	\$215.00
3584	Pedestrian Disregarded Yellow Signal - Regular Light	\$150.00	\$5.00	\$60.00	\$215.00
3521	Pedestrian Entering Path Of Vehicle	\$150.00	\$5.00	\$60.00	\$215.00
3523	Pedestrian Failed To Yield Row Not In Crosswalk	\$150.00	\$5.00	\$60.00	\$215.00
3516	Pedestrian Used Left Half Of Crosswalk	\$150.00	\$5.00	\$60.00	\$215.00
3627	Permit Operation Of Vehicle In Unsafe Condition/ Not Equipped In Compliance	\$199.90	\$5.00	\$114.10	\$319.00
Sec 18-41	Permit Required - Driveway	\$500.00	\$5.00	\$61.00	\$566.00
3364	Permit Unlicensed Minor (under 18) To Drive- Parent Or Guardian	\$150.00	\$5.00	\$61.00	\$216.00
3365	Permit Unlicensed Operator To Drive Vehicle	\$150.00	\$5.00	\$61.00	\$216.00
Sec 34-65	Pesticides Into Ms4	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 34-63	Placing Brush, Clippings, Rubbish Into Ms4	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 78-37	Plat Required	\$2,000.00	\$5.00	\$61.00	\$2,066.00
5002	Possession Of Drug Paraphernalia	\$500.00	\$5.00	\$61.00	\$566.00
3147	Possession Of Fictitious Id/ DI By Person Under 21	\$350.00	\$5.00	\$61.00	\$416.00
Sec 74-5	Prohibited Activites In Parks	\$200.00	\$5.00	\$61.00	\$266.00
Sec 42-32	Prohibited Development In Flood Plain	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 34-62	Prohibited Discharge Into Ms4	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 86-31 (f)	Prohibited Parking Fire Lane	\$500.00	\$5.00	\$61.00	\$566.00
Sec 86-31(g)	Prohibited Parking-handicap Designated Area W/out Permit	\$500.00	\$5.00	\$61.00	\$566.00
Sec 58-54	Prohibiting Synthetic Cannabinoid	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 14-2	Prohibitions	\$500.00	\$5.00	\$61.00	\$566.00
Sec 54-9	Protection Of Public Health Safety And Welfare	\$2,000.00	\$5.00	\$61.00	\$2,066.00
4000	Public Intoxication	\$350.00	\$5.00	\$61.00	\$416.00
3805	Public Intoxication - Minor	\$350.00	\$5.00	\$61.00	\$416.00
3525	Public Intoxication - Pedestrian On/or Adjacent To Hwy	\$350.00	\$5.00	\$61.00	\$416.00
3282	Pull More Than 1 Trailer Or Vehicle	\$150.00	\$5.00	\$114.00	\$269.00
3802	Purchase Of Alcohol - Minor	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-3	Rabies Control	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-52	Rabies Vaccination Required	\$500.00	\$5.00	\$61.00	\$566.00
3007	Ran Red Light - Fail To Stop And Remain Standing At Proper Place	\$150.90	\$5.00	\$114.10	\$270.00
7007	Reckless Damage Or Destruction	\$500.00	\$5.00	\$61.00	\$566.00
3178	Reflectors Improperly Mounted	\$150.00	\$5.00	\$114.00	\$269.00
3188	Reflectors Not Visible Sufficient Distance	\$150.00	\$5.00	\$114.00	\$269.00
Sec 94-7	Removal Of Protected And Heritage Trees	\$500.00	\$5.00	\$61.00	\$566.00
3367	Rent Motor Vehicle To Unlicensed Person	\$150.00	\$5.00	\$61.00	\$216.00
Sec 42-33	Requirement- Flood Plain	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 58-61	Reselling Of Tickets	\$500.00	\$5.00	\$61.00	\$566.00

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3368	Riding In House Trailer	\$150.90	\$5.00	\$114.10	\$270.00
Sec 74-71	Right Of Way Excavation Permit	\$500.00	\$5.00	\$61.00	\$566.00
Sec 74-134	Right Of Way Excavations Not In Accordance	\$500.00	\$5.00	\$61.00	\$566.00
3508	Rode Improperly On Bicycle - Not Riding On Perm Mounted/ Reg Seat	\$150.00	\$5.00	\$114.00	\$269.00
3509	Rode Improperly On Bicycle - Too Many Passengers	\$150.00	\$5.00	\$114.00	\$269.00
3510	Rode More Than 2 Bicycles Abreast	\$150.00	\$5.00	\$114.00	\$269.00
Sec 58-52	Sale, Offer, Gift, Display, Possession Of Synthetic Substance Or Devices	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3595	School Bus Driver- Improper Use Of Flashing Lights/ Signal	\$199.90	\$5.00	\$139.10	\$344.00
Sec 98-223	Sexually Oriented Business Location	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 42-43	Shallow Flooding Standards	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3191	Side Marker Lamp Not Visible Sufficient Distance	\$150.00	\$5.00	\$114.00	\$269.00
Sec 74-282	Sidewalk Construction Requirements W/ Permits	\$500.00	\$5.00	\$61.00	\$566.00
Sec 66-32	Signs- Prohibited Acts	\$500.00	\$5.00	\$61.00	\$566.00
3083	Slower Vehicle Failed To Keep To Right	\$150.90	\$5.00	\$114.10	\$270.00
Sec 46-33	Smoking In Food Establishment	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 46-32	Smoking Prohibited - Government Building	\$2,000.00	\$5.00	\$61.00	\$2,066.00
5001	Smoking Tobacco In A Public School	\$350.00	\$5.00	\$61.00	\$416.00
Sec 70-2	Solid Waste--participation In Service	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 86-52	Special Event Permit Required	\$500.00	\$5.00	\$61.00	\$566.00
Sec 74-7	Special Use Permit- Parks	\$200.00	\$5.00	\$61.00	\$266.00
Sec 42-42	Specific Flood Hazard Standards	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3001	Speeding	\$105.90	\$5.00	\$114.10	\$225.00
3596	Speeding- School Zone	\$105.90	\$5.00	\$139.10	\$250.00
3039	Speeding-speeding 15 Miles Or Over	\$105.90	\$5.00	\$114.10	\$225.00
3526	Standing On Roadway To Solicit Ride, Contribution, Employment Or Business	\$150.00	\$5.00	\$114.00	\$269.00
3527	Stood On/near St/ Hwy- Solicit Guard Of Veh For Fee	\$150.00	\$5.00	\$60.00	\$215.00
3252	Stopped, Stand Or Parked Within An Intersection	\$150.00	\$5.00	\$60.00	\$215.00
Sec 42-44	Subdivision Proposals	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 34-80	Swppp Greater Than Five (5) Acres	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3168	Tail Lamp Improperly Located	\$150.00	\$5.00	\$114.00	\$269.00
3250	Television Viewable By Driver	\$150.00	\$5.00	\$114.00	\$269.00
0000	Texting While Driving	\$98.90	\$5.00	\$114.10	\$218.00
7013	Theft < \$100.00	\$500.00	\$5.00	\$61.00	\$566.00
7010	Theft Of Service < \$100.00	\$500.00	\$5.00	\$61.00	\$566.00
Sec 86-7	Tire Equipment Restrictions	\$200.00	\$5.00	\$61.00	\$266.00
3153	Too Many Auxiliary Driving Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3151	Too Many Auxiliary Passing Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3212	Too Many Fog Lamps	\$150.00	\$5.00	\$114.00	\$269.00
3119	Too Many Riders On M.c.- No Foot/ Handholds Or Child Under 5	\$150.90	\$5.00	\$114.10	\$270.00
3210	Too Many Spot Lamps- More Than Two	\$150.00	\$5.00	\$114.00	\$269.00
3370	Tow Truck Driver Fail To Remove Glass - Highway	\$195.00	\$5.00	\$114.00	\$314.00
Sec 14-23	Treatment / Care Of Animals	\$500.00	\$5.00	\$61.00	\$566.00
Sec 94-3	Tree Preservation	\$500.00	\$5.00	\$61.00	\$566.00
Sec 94-8	Tree Protection Measures	\$500.00	\$5.00	\$61.00	\$566.00
Sec 94-6 (d)	Tree Pruning Restrictions	\$500.00	\$5.00	\$61.00	\$566.00

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7014	Trespass By License Holder W/ Concealed Handgun	\$350.00	\$5.00	\$61.00	\$416.00
7015	Trespass By License Holder With An Openly Carried Handgun	\$350.00	\$5.00	\$61.00	\$416.00
Sec 86-6	Trucks Depositing Materials On Streets	\$500.00	\$5.00	\$61.00	\$566.00
3076	Turned Across Divided Section	\$150.90	\$5.00	\$114.10	\$270.00
3011	Turned Left From Wrong Lane- Fail To Make Lawful Left Turn From Turn Lane	\$150.90	\$5.00	\$114.10	\$270.00
3012	Turned Right From Wrong Lane	\$150.90	\$5.00	\$114.10	\$270.00
3077	Turned Right Too Wide	\$150.90	\$5.00	\$114.10	\$270.00
3334	Unauthorized Glass Coating Material	\$195.00	\$5.00	\$114.00	\$314.00
3226	Unauthorized Siren, Bell Or Whistle	\$150.00	\$5.00	\$114.00	\$269.00
3158	Unauthorized Use Of Siren, Bell, Whistle	\$150.90	\$5.00	\$114.10	\$270.00
3316	Unsafe Backing- Interfering With Traffic	\$150.90	\$5.00	\$114.10	\$270.00
3002	Unsafe Speed	\$199.90	\$5.00	\$114.10	\$319.00
3024	Unsafe Start From Parked, Stopped, Or Standing	\$199.90	\$5.00	\$114.10	\$319.00
3080	Unsafe Turn	\$150.90	\$5.00	\$114.10	\$270.00
Sec 86- 20	Use Of Handheld Communication Device In School Zone	\$200.00	\$5.00	\$61.00	\$266.00
Sec 58-53	Use Or Possession Of Ingestion Devices	\$2,000.00	\$5.00	\$61.00	\$2,066.00
3628	Use Unapproved Equipment On Vehicle- Unsafe/ Non-compliant	\$195.00	\$5.00	\$114.00	\$314.00
3307	Use Wireless Device While Driving - Minor- Restriction G	\$150.90	\$5.00	\$114.10	\$270.00
3308	Use Wireless Device While Operating Bus- Minor Pass On Board	\$150.90	\$5.00	\$139.10	\$295.00
3236	Vehicle Emblem- Improper Use Of Slow Moving Vehicle/ School Bus Emblem	\$195.00	\$5.00	\$114.00	\$314.00
3106	Violate D.I. Restriction	\$150.90	\$5.00	\$61.10	\$217.00
3306	Violate DI Restriction - Cmv	\$300.90	\$5.00	\$61.10	\$367.00
3333	Violate Written Promise To Appear	\$200.00	\$5.00	\$114.00	\$319.00
Sec. 94-28	Violation Of Landscape Irrigation Requirements	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-7	Visual Barriers/ Obstructing View	\$500.00	\$5.00	\$61.00	\$566.00
Sec 14-41	Vocational Educational Programs	\$500.00	\$5.00	\$61.00	\$566.00
Sec 86-22	Vulnerable Road Users	\$500.00	\$5.00	\$61.00	\$566.00
3529	Walk On Roadway Where Sidewalk Provided	\$150.00	\$5.00	\$60.00	\$215.00
3528	Walked On Hwy W/trfc - No Sidewalk	\$150.00	\$5.00	\$60.00	\$215.00
3159	Warning Devices Not Displayed	\$150.00	\$5.00	\$114.00	\$269.00
Sec 90-2	Water Conservation	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 74-311	Weight- Operation Of Vehicle Limit Bridges	\$500.00	\$5.00	\$61.00	\$566.00
3186	Wrong Color Back Up Lamps/lights	\$150.00	\$5.00	\$114.00	\$269.00
3180	Wrong Color Clearance Lights	\$150.00	\$5.00	\$114.00	\$269.00
3182	Wrong Color Id Lamp	\$150.00	\$5.00	\$114.00	\$269.00
3185	Wrong Color License Plate Light	\$150.00	\$5.00	\$114.00	\$269.00
3183	Wrong Color Reflectors	\$150.00	\$5.00	\$114.00	\$269.00
3181	Wrong Color Side Marker	\$150.00	\$5.00	\$114.00	\$269.00
3187	Wrong Color Signal Device- Signaling Device Not Red, Yellow Or Amber	\$150.00	\$5.00	\$114.00	\$269.00
3184	Wrong Color Stoplight- Rear Light Or Reflector Not Red	\$150.00	\$5.00	\$114.00	\$269.00
Sec 98	Zoning	\$2,000.00	\$5.00	\$61.00	\$2,066.00
Sec 98-5	Zoning Compliance	\$500.00	\$5.00	\$61.00	\$566.00
Sec 98-10	Zoning General Prohibitions	\$500.00	\$5.00	\$61.00	\$566.00

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**LEA FEE IS ONLY ASSESSED ON CITATIONS ISSUED BY PEACE OFFICERS AND NOT ON CIVIL CITATIONS*